



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

നമ്പർ. 17152/ADA1 SO/2020/AD A1

തീയതി: 04.06.2020

പ്രിയദർശിനി ഹിൽസ്

സർക്കുലർ

വിഷയം:- സർവ്വകലാശാല ഭരണം: കോവിഡ് 19 - നിർവ്വഹനം - ഓഫീസ് പ്രവർത്തനം - ജീവനക്കാരുടെ ഹാജർ ക്രമീകരണം - സംബന്ധിച്ച്.

സൂചന :- സർവ്വകലാശാല സർക്കുലർ നം. 17152/AD A1 SO/2020/AD A1, തീയതി 28.05.2020

കോവിഡ്-19 നിർവ്വഹന പ്രതിരോധ പ്രവർത്തനങ്ങളുമായി ബന്ധപ്പെട്ട് സർവ്വകലാശാലയിൽ സ്വീകരിക്കേണ്ട പുതുക്കിയ മാർഗ്ഗനിർദ്ദേശങ്ങൾ സൂചന സർക്കുലർ പ്രകാരം പുറപ്പെടുവിച്ചിരുന്നു. ആയതിന്റെ അടിസ്ഥാനത്തിൽ, ജീവനക്കാരുടെ 01.06.2020 മുതലുള്ള ദൈനംദിന ഹാജർ ക്രമീകരിച്ചുകൊണ്ടുള്ള പട്ടിക കർശനമായി പാലിക്കുന്നതിന് താഴെ പറയുന്ന വ്യവസ്ഥകളോടു കൂടി ഇതോടൊപ്പം പ്രസിദ്ധീകരിക്കുന്നു.

1. റെട്ടേഷൻ ചാർട്ട് പ്രകാരം എല്ലാ സർവ്വകലാശാല ജീവനക്കാരും നിർബന്ധമായും ജോലിക്ക് ഹാജരാകേണ്ടതാണ്.
2. സർവ്വകലാശാലയിലെ ഭിന്നശേഷിക്കാരായ ജീവനക്കാർ, 5 വയസ്സിന് താഴെ പ്രായമുള്ള കുട്ടികളുള്ള അമ്മമാരായ ജീവനക്കാർ, ഗർഭിണികളായ ജീവനക്കാർ, ഗുരുതര രോഗബാധിതരായ ജീവനക്കാർ എന്നിവർക്ക് അധികാരികളെ മുൻകൂട്ടി അറിയിച്ചുകൊണ്ട് 'Work at home' വ്യവസ്ഥയിൽ ജോലി ചെയ്യാവുന്നതാണ്.
3. റെട്ടേഷൻ ചാർട്ട് പ്രകാരം ഹജരാകാത്ത ജീവനക്കാരുടെ പ്രസ്തുത ദിവസങ്ങൾ അർഹതപ്പെട്ട അവധിയായി ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർ ക്രമീകരിക്കേണ്ടതാണ്.
4. റെട്ടേഷൻ ചാർട്ട് പ്രകാരമുള്ള ഹാജർ വ്യവസ്ഥകൾ, ഇതുമായി ബന്ധപ്പെട്ട് സർക്കാർ പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകൾക്ക് വിധേയമായിരിക്കും.

ഒപ്പ്

ഡോ.പ്രകാശ്കുമാർ .ബി  
രജിസ്ട്രാർ

സ്വീകർത്താവ്

1. എല്ലാ സെക്ഷനുകൾ/ സ്കൂളുകൾ/ ഡിപ്പാർട്ട്മെന്റുകൾ
2. വൈസ് ചാൻസലർ/ പ്രോ വൈസ് ചാൻസലർ എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ/ ഫിനാൻസ് ഓഫീസർ/ പരീക്ഷാ കൺട്രോളർ എന്നിവരുടെ പി.എമാർ
4. പി.ആർ.ഒ./ സെക്യൂരിറ്റി ഓഫീസർ/ കണ്ടെൻറ് മാനേജ്മെന്റ് സെക്ഷൻ
5. സ്റ്റോക്ക് ഫയൽ/ ഡേ ഫയൽ/ ഫയൽ കോപ്പി

ഉള്ളടക്കം

ഹാജർ ക്രമീകരിച്ചുകൊണ്ടുള്ള പട്ടിക.

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മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം


MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- Ad A1

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Aparna Ajayan	Office Attendant	Monday Tuesday Friday	
02	Navamoni B	Cl Asst	Monday Tuesday Thursday Friday	
03	Suresh kumar M S	Cl Asst	Tuesday Thursday	
04	Shabna T A	Com Asst	Tuesday Thursday	
05	Sreejamol E T	Com Asst	Monday Wednesday Friday	
06	Anupriya Lukose	Assistant	Monday Wednesday Friday	
07	Fathima A Vahab	Assistant	-----	Pregnant- Work from home
08	Prasobhraj K	Assistant	Tuesday Wednesday Thursday	
09	Anilkumar J	Section Officer	All Days	

  
Joint Registrar I  
(Admn)

MAHATMA GANDHI UNIVERSITY

1<sup>st</sup> June  
 Employees' Rotation Chart from 18 May 2020

Administration Wing

Office/Section: ~~AAAI~~ Ad Ad

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sudha Menon J.	Section Officer	01 04 05	
02	Pravosh Dhar J.	ASO	01 02 03 04 05	to be promoted as S.S. w.e.f 01.6.2020
03	Dhanya D S	Computer Asst	" " "	
04	Aswathy. M	Asst	" " "	
05	Alida. C.K	Asst		Pregnant & residing at Ernakulam
06	Bindhu. P.R.	O.A. (Provisional)	01 02 03 04 05	
07				
08				
09				
10				

Sudha Menon J.  
 Section Officer 29.5.2020

29/5/20  
 ARJ (Ad)

*[Signature]*  
 Joint Registrar  
 (Admin)  
 ജോയിന്റ് രജിസ്ട്രാർ (അഡ്മി)  
 ഭരണവിഭാഗം

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 1st June to 12<sup>th</sup> June 2020

Office/Section:- Ad A3

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	MALA P	OS	June 01, 03, 05, 09, 11	
02	NEJITHA N J	SO	June 01,03,05,09,11	
03	RAGI K H	COMP.ASST	June 02,04,08,10,12	
04	JJO GEORGE	ASST	June 01,03,05,09,11	
05	ANOOP V	ASO	June 02,04,08,10,12	
06	JINU RAJEEV P	ASO	June 01,03,05,09,11	
07	ANN V SOPHI	ASO	June 02,04,08,10,12	
08				
09				
10				

*W. J. J.*  
029/15/2020  
Section Officer

*W. J. J.*  
Joint Registrar  
Admin  
രജിസ്ട്രാർ (എഡ്മിൻ)  
രജിസ്ട്രാർ

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 June 2020 to 12<sup>th</sup> June 2020

Office/Section:- Ad A VI

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	Jayalekha M Kumar	Assistant	1,4,5,9,11	
02	Sangeeth S S	Assistant	1,2,3,8,9	
03	Symnaco V D	Comp.Assistant	3,5,8, 10,12	
04	Sreelekha V G	Section Officer	2,4,8,11, 12	
05				
06				
07				
08				
09				
10				

Section Officer Sreelekha.v.G

[Signature]  
Joint Registrar I  
(Admn)

ജോയിന്റ് രജിസ്ട്രാർ  
ഭരണവിഭാഗം

MAHATMA GANDHI UNIVERSITY

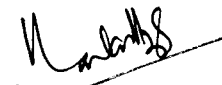
Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- Ad Ad

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	Pramod S.	ASO	01/06, 03/06, 09/06, 10/06, 11/06	
02	Hari Govind C.E	ASO	01/06, 03/06, 05/06, 08/06, 10/06.	
03	Palvathy T-R	Asst		Pregnant
04	Rakesh M.	Asst	02/06, 04/06, 05/06 09/06, 12/06	
05	Section officers		01/06, 02/06, 04/06, 08/06 11/06, 12/06	
06				
07				
08				
09				
10				

  
Section Officer

  
Joint Registrar I  
ജോയിന്റ് രജിസ്ട്രാർ I.  
ഭരണവിഭാഗം

MAHATMA GANDHI UNIVERSITY

1/6/2020 Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad ~~IX~~

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Indu B.L	Asst	1st to 5th	
02	Jaisankar		June 2020	
03				
04	Jaison Jose	A.S.O	3rd & 4th	
05			5th June 2020	
06				
07	Biny A.R	S.O	11	
08				
09	Manjusha U. Raju	O.A	1st to 5th	
10			June 2020.	

Section Officer

*[Signature]*  
S.O Ad ~~IX~~

*[Signature]*  
29/5/20  
PRR (Ad)

*[Signature]*

Joint Registrar I  
(Admin)

ജോയിന്റ് രജിസ്ട്രാർ (എഡ്മിൻ)  
മാഹാത്മാ ഗാന്ധി യൂണിവേഴ്സിറ്റി




MAHATMA GANDHI UNIVERSITY

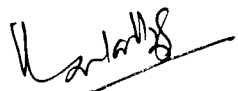
Administration/Finance/Exam Wing

Employees' Rotation Chart from 1<sup>st</sup> June 2020

Office/Section:- Ad A10

SI No	Name of Employee	Designation	Days of Duty	Remarks
1	Mathew K M	SO(H.G)	-	Retiring on 31 <sup>st</sup> May 2020
2	Krishnakumary M R	ASO	1,3,5	
3	Shan S	Assistant	1,2,3	
4	Aswathy U	Assistant	1,3,5	
5	Ajithakumary V	Assistant		Pregnant
6	Ragi A R	Comp.Assistant	1,2,3,4,5	
7	Sreedevi T	OA	1,2,3,4,5	

  
Section Officer

  
Joint Registrar I  
(Admn)

ജോയിന്റ് രജിസ്ട്രാർ (എഡ്.എഫ്.എ.)  
കേരള ഗാന്ധി സർവ്വകലാശാല

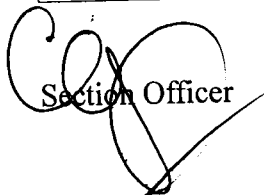
MAHATMA GANDHI UNIVERSITY

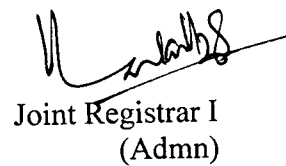
Administration/Finance/Exam Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- AdBI Sn.

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	മുഹമ്മദ്. ഹുസൈൻ	പ്രൊഫഷണൽ	June 1, 2, 3, 11, 12	
02	മുഹമ്മദ്. ഹുസൈൻ	പ്രൊഫഷണൽ		ഒരു വലിയ ക്ലൈംബിംഗ് മരം കയറിയത്
03	മുഹമ്മദ്. ഹുസൈൻ	പ്രൊഫഷണൽ		
04	മുഹമ്മദ്. ഹുസൈൻ	പ്രൊഫഷണൽ	June 4, 5, 8, 9, 10	നാശിപ്പിച്ചത് രണ്ടു കയ്യടിയും
05				
06				
07				
08				
09				
10				

  
Section Officer

  
Joint Registrar I  
(Admn)

ജോയിന്റ് രജിസ്ട്രാർ I  
ഭരണവിഭാഗം

MAHATMA GANDHI UNIVERSITY

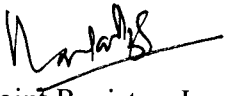
Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- **AD BIII**

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	SO ADB3	Section officer	2,4,8,10,12,16,18 22,24,26,30 -	To be joined 09/01
02	SHINY S	Assistant section officer	1,3,5,9,11,15,17, 19,23,25,29 -	
03	PRINCE THOMAS	Assistant	2,4,8,10,12,16,18 22,24,26,30 -	
04	ANIL KUMAR	Garden supervisor	1,3,5,9,11,15,17, 19,23,25,29	
05	VARGHESE V M	Guest house care taker	2,4,8,10,12,16,18 22,24,26,30	

  
Section Officer

  
Joint Registrar I  
(Admn)  
ജോയിന്റ് രജിസ്ട്രാർ (I)  
ഭരണവിഭാഗം

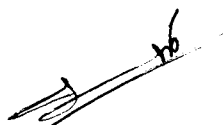
MAHATMA GANDHI UNIVERSITY


Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 june 2020

Office/Section:- **AD BV**

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	SAJI M.K.	SO	1, 23 10, 11, 12	
02	ANIL S	ASST	1, 3, 4	
03	SAJITH M U	ASST	2, 5, 8, 10, 12	
04	Joy Joseph	ASST		Exempted
05	Byjin NT	Conductor	1, 2, 3, 12, 8 <del>2, 9</del>	
06	Joseph Mathew	Conductor	<del>1, 2, 3</del> <del>4, 10</del>	4, 5, 8 11, 12
07	Tomy Varghese	Conductor	<del>1, 2, 3</del> <del>5, 12</del>	9, 10, 11 2, 8
08				
09				
10				

  
Section Officer

  
Joint Registrar I  
(Admin)  
ജോയിന്റ് രജിസ്ട്രാർ (എഡ്മി)  
രജിസ്ട്രാർ


# MAHATMA GANDHI UNIVERSITY

Administration wing

Employees Rotation Chart from 01 june to 30<sup>th</sup> 2020

Office/Section – AdB 7

Sl No:	Name of Employee	Designation	Days of Duty	No of Duty days	Remarks
01	RADHAKRISHNAN.K	SECTION OFFICER	JUNE 1,2,3,4,8,9,10,11, 15,16,17,18,22,23, 24,25,29,30	18	
02	RENJITH BABU.S	ASO	1,3,5,8,10,12,15,17 18,19,22,24,26,29,30	15	
03	GEETHADEVI.CT	ASST	2,4,5,9,11,12,16,17, 18,23,25,26,29,30	14	
04	BINDHU.K V	OA(Emplo)	1,3,5,8,10,12,15,16, 19,23,25,26	12	

  
Section officer

  
JOINT REGISTRAR-1(Admin)

ജോയിന്റ് രജിസ്ട്രാർ (Admin)  
മാഹാത്മാ ഗാന്ധി യൂണിവേഴ്സിറ്റി

MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- Ad B IX

SI No	Name & Designation of Employee	Days of Duty	Remarks
01	Anil Kumar V.S (SO)	01, 03, 05, 08 & 10 June 2020	
02	Shanavas K.M (Assistant)	02,03,04,09 & 11 June 2020	
03	Deepa S Nair (Assistant)	08,09,10,11 & 12 June 2020	Trivandrum



Section Officer



Joint Registrar I  
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- Ad-D

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02	Shahina P.I	ASO	02,04,05,09,12	
03	Sandhya. G. Kurup	ASO	01,03,08,10,11	
04	Biby Saidu P.S	Assistant	02,04,05,09,12	
05	Beeta Sebastian	Assistant	01,03,08,10,11	
06	K.R. Bindu	OA	All days	
07				
08				
09				
10				

Section Officer *Banno P*  
29/5/2020

*N. S. S. S.*  
Joint Registrar I  
(Admn)  
ജോയിന്റ് രജിസ്ട്രാർ (I)  
ഭരണവിഭാഗം

# Duty Chart

## Pool officers (Admin)

Annammaik - 01, 03, 05, 08, 10,  
12, 15, 17, 19, 22  
24, 26, 29

Sub

29-5-2020

Pool Officers (Admin)

P.D. Hills

29-5-2020

K. K. K.

ജോയിന്റ് രജിസ്ട്രാർ & റെവന്യൂ ഓഫീസർ



MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing


01.06.2020

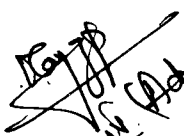
Employees' Rotation Chart from 10 May 2020

Office/Section:- Ad CI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Smt. Jessy A.B.	Asst	10	Has two kids
02	Smt. Remya	ASO	1,3,4,8,9,11	
03	Visudanthan			
04	Smt. Sree Prabha	ASO	2,4,5,9,11,12	
05	Sri. George Thomas	SO	1,2,3,5,8,10,12	
06				
07				
08				
09				
10				

3 yrs & 7 months

For Section Officer 

  
DR (Adm)



Joint Registrar I  
(Admn)

ജോയിന്റ് രജിസ്ട്രാർ I  
(അഡ്മി)

MAHATMA GANDHI UNIVERSITY

Ad C II Section

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 June 2020 - 12<sup>th</sup> June, 2020

Office/Section:-

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Kanchana N. Nair	S.O (HG)	2/6, 4/6, 5/6, 10/6, 12/6	
02	Saxithamol Ravi	A.S.O	1/6, 2/6, 3/6, 8/6, 9/6	
03	Shiju P.G.	A.S.O	2/6, 4/6, 8/6, 10/6, 11/6	
04	Anu M.K.	Assistant	1/6, 3/6, 5/6, 9/6, 12/6	
05				
06				
07				
08				
09				
10				

*Janesef*  
Section Officer

*AR*  
AR (Admin)

*K. S. S.*  
Joint Registrar I  
(Admin)

മാതൃക രജിസ്ട്രാർ  
മേധാവിയുടെ അനുമതി

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- Ad.CIII

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Aruna S	Section Officer	<del>05.06.2020,</del> 12.06.2020	
02	Raji E. M	ASO	01.06.2020 to 05.06.2020	08.06.2020 to 12.06.2020
03	Sajitha S	Assistant	01.06.2020 to 05.06.2020	
04	Saritha S	Assistant	08.06.2020 to 12.06.2020	
05				
06				
07				
08				
09				
10				

*[Signature]*  
for Section Officer

RAJI E.M  
ASO

*[Signature]*  
AR (Admin)

*[Signature]*  
Joint Registrar I  
(Admn)  
ജോയിന്റ് രജിസ്ട്രാർ (I)  
അഡ്മിനിസ്ട്രേഷൻ

MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from ~~18 May~~ 2020

Administration Wing

Office/Section:- ~~Ad Ad~~ General Store

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Rajitha AK	OA	2 3 4	g June
02	Manoj MR	clerk Dast	1 3 5	
03	Rajesh R	Store Keeper	1 3 5	Covid Duty
04	Rajith Kumar. J	S.O	1 2 3	u
05	Alexamma Philip	Daily wages	1 2 3 4 5	v
06				
07				
08				
09				
10				

Section Officer

GPB  
29/5/20  
clerk Dast.

Manalath

Joint Registrar  
Administration  
Mahatma Gandhi University

~~AR~~  
AR (in Adm)  
29/5

29.05.2020

P.D.Hills

Rotation Chart

General Despatch Sn:  
Administrative Block.

1. Rajesh.R, Ch. Assst: 02.06.2020, 4-8-10-12-16-18  
- 22-24-26-30
2. Raghun.N, Ch. Assst: 01.06.2020, 3-5-9-11-15  
- 17-19-23-25-29
3. Jayanthi.T, - എന്നിവർക്ക് വിട്ടുപോകുന്നു. (29-5-2020)

Ajeek  
29-5-2020  
PO (Admn)

U. Mandy

ജോയിന്റ് സെക്ഷൻ ഓഫീസർ (I)  
അഡ്മിനിസ്ട്രേഷൻ

Rajesh.R  
Ch. Assst:  
for  
Section Officer

ജനറൽ തപാൽ - 1 (രേഡ് ലിൻ.)

റോട്ടേഷൻ ചാർട്ട്

01-06-2020- മുതൽ

1. കുര്യൻ. കെ. പി — ജനറൽ തപാൽ  
01-03-05-09-11-15  
17-19-23-25-29

2. ജയകുമാർ. എം. പി — ജനറൽ തപാൽ  
02-04-08-10-12-16  
18-22-24-26-30

3. മിനിമോൾ. എം. പി — ഡെപ്യൂട്ടി റോഡ് മാർക്കർ  
02-04-08-10-12-16  
18-22-24-26-30

P. D. HILLS  
29 - MAY - 2020

Auth  
29-5-2020  
PDC Adams

Minimol. M.P.  
മിനിമോൾ. എം. പി

ഡെപ്യൂട്ടി റോഡ് മാർക്കർ  
ജനറൽ തപാൽ - 1  
(രേഡ് ലിൻ.)

Minimol  
ജോർജ്ജ് ജോർജ്ജ്  
രേഡ് മാർക്കർ

Rotation Chart.

General Tapal II

<u>Name</u>	<u>Designation</u>	<u>Present date</u>
1 Rajesh. K.	cl. Asst	1/6/2020, 3/6/2020, 5/6/20.
2 Sudheer Singh. A	"	1/6/2020, 3/6/2020, 5/6/2020.
3 Leelamma. T	"	2/6/2020, 4/6/2020.
4 Geethamma. K. R.	"	1/6/2020, 3/6/2020, 4/6/2020. 5/6/2020

P.D. Hells.  
29/5/2020

Geethamma  
Geethamma. K. R.  
S.O  
General Tapal II

Aru  
29-5-2020  
P.D. Hells

K. S. S.  
K. S. S.  
K. S. S.

MAHATMA GANDHI UNIVERSITY

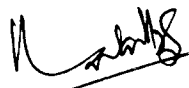
Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- *Records*

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	<i>George John</i>	<i>Classical Asst</i>	<i>1.6.20</i>	
02			<i>3.6.20</i>	
03			<i>5.6.20</i>	
04	<i>So</i>		<i>1.6.20</i>	
05			<i>3.6.20</i>	
06			<i>4.6.20</i>	
07				
08				
09				
10				

*29/5/20*  
Section Officer

  
Joint Registrar I  
(Admn)  
ജോയിന്റ് രജിസ്ട്രാർ I.  
ഭരണവിഭാഗം



Mahatma Gandhi University

Administration

JRT Admn Sn. Employees' Rotation Chart from 01.06.2020 to 30.06.2020

Sl. No.	Name	Designation	Days of Duty	Remarks
1	Smitha Chellappan	OA	02, 04, 05, 08, <del>10</del> , 11, 12	
2	Shevive Thang	el. Asst	01, 03, 05 8, 10, 12	
3				

  
Joint Registrar-1 (Admin)

MAHATMA GANDHI UNIVERSITY

Administration Wing

01.06.2020 to 05.06.2020

Employee's Rotation Chart from 25/05/2020 to 30/05/2020

Office/Section:-AdAVIII

Sl.No.	Name of Employee	Designation	Days of Duty	Remarks
1	CHANDINI K.	S.O.		Permutation
2	AJITH CHACKO	A.S.O.	1 2 3 4 5	
3	SHANI MOL S	ASSISTANT	1 2 3 5	
4	ARUNYA LAKSHMANAN	" "		Child less than 2 1/2 years
5	SHYAMKUMAR V.	" "	2, 4	
6	SUNANTHA M.	O.A.		

Section Officer  29.5.2020

Joint Registrar (Admin)

  
സംസ്ഥാന സർക്കാർ  
കാലാനുസൃത കമ്മീഷൻ

**Mahatma Gandhi University**

**Administration**


**Employees' Rotation Chart from 01.06.2020 to 30.06.2020**

**Ad.A4 Section**

Sl. No.	Name	Designation	Days of Duty	Remarks
1	Vinod V	Office Attendant	02.06.2020 04.06.2020 08.06.2020 10.06.2020 12.06.2020 16.06.2020 18.06.2020 22.06.2020 24.06.2020 26.06.2020 30.06.2020	
2	Sinimol M.K	Cl. Assistant	01.06.2020 02.06.2020 04.06.2020 09.06.2020 11.06.2020 16.06.2020 18.06.2020 23.06.2020 25.06.2020 30.06.2020	
3	Shanty Kurian	Com. Assistant	01.06.2020 03.06.2020 05.06.2020 08.06.2020 10.06.2020 12.06.2020 15.06.2020 17.06.2020 19.06.2020 22.06.2020 24.06.2020 26.06.2020 29.06.2020	
4	Jiju Cyriac	Assistant	01.06.2020 03.06.2020 05.06.2020 09.06.2020 11.06.2020 15.06.2020 17.06.2020 19.06.2020 23.06.2020 25.06.2020 29.06.2020	

5	Susvin N. B	Assistant	01.06.2020 03.06.2020 05.06.2020 09.06.2020 11.06.2020 15.06.2020 17.06.2020 19.06.2020 23.06.2020 25.06.2020 29.06.2020	
6	Ansar K.M	A.S.O	02.06.2020 04.06.2020 08.06.2020 10.06.2020 12.06.2020 16.06.2020 18.06.2020 22.06.2020 24.06.2020 26.06.2020 30.06.2020	
7	Premlal S	A.S.O	01.06.2020 05.06.2020 08.06.2020 10.06.2020 12.06.2020 15.06.2020 19.06.2020 22.06.2020 24.06.2020 26.06.2020 29.06.2020	
8		Section Officer	01.06.2020 02.06.2020 05.06.2020 09.06.2020 10.06.2020 12.06.2020 16.06.2020 17.06.2020 19.06.2020 23.06.2020 24.06.2020 26.06.2020 30.06.2020	

  
Section Officer

  
Joint Registrar-1 (Admin)

ജോയിന്റ് രജിസ്ട്രാർ (എ.ഐ.)  
ഭരണവിഭാഗം

AR (Acad)

JR II (Admn)

MAHATMA GANDHI UNIVERSITY

Employees' rotation Chart from 01.06.2020

Section : Ac A1

Date	Day	Employees' Name and Designation
01.06.2020	Monday	Vijil C V, Assistant Sreejaya.J, Sr.Gr.Assistant
02.06.2020	Tuesday	Chithra Chandran, Section Officer Saritha P R, Assistant
03.06.2020	Wednesday	Vijil C V, Assistant Sreejaya.J, Sr.Gr.Assistant
04.06.2020	Thursday	Chithra Chandran, Section Officer Saritha P R, Assistant
05.06.2020	Friday	Vijil C V, Assistant Saritha P R, Assistant
06.06.2020	Saturday	Holiday
07.06.2020	Sunday	Holiday
08.06.2020	Monday	Chithra Chandran, Section Officer Sreejaya.J, Sr.Gr.Assistant
09.06.2020	Tuesday	Vijil C V, Assistant Saritha P R, Assistant
10.06.2020	Wednesday	Chithra Chandran, Section Officer Sreejaya.J, Sr.Gr.Assistant
11.06.2020	Thursday	Vijil C V, Assistant Saritha P R, Assistant
12.06.2020	Friday	Chithra Chandran, Section Officer Sreejaya.J, Sr.Gr.Assistant
13.06.2020	Saturday	Holiday
14.06.2020	Sunday	Holiday

NB: Sreejesh M, Computer Assistant reported to District Collector, Wayanad and he is posted for duty at Taluk Office, Mananthavadi

Qib  
Section Officer

29.05.2020

Joint Registrar II (Admn)

29/5/20  
AR (Acad-D)

01/06/20  
ഡി. ആർ. (അക്കാദമിക്)

MAHATMA GANDHI UNIVERSITY

Administration Wing

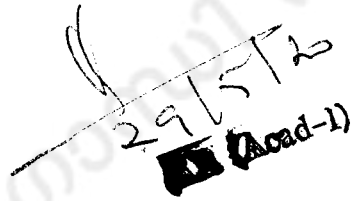
Employees' Rotation Chart from 1 st June 2020

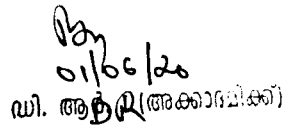
Office/Section:- Ac AVII

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Mini George	Section Officer	2,3,5,9,11,12	
02	Sherin Sam	Assistant	1,2,4,8,9,10	
03	Libin Sabu	Assistant	1,3,5,9,11	
04	Tom P Alex	Assistant	2,4,8,10,12	
05				
06				
07				
08				
09				
10				

  
Section Officer

Joint Registrar I  
(Admn)

  
29/5/20  
Acad-1

  
01/06/20  
ഡി. ആർ. (അക്കാദമിക്)

**Mahatma Gandhi University**

**Administration Wing**


**Employees Rotation Chart from 01 June 2020**

**Office/Section: AcBI**

Sl.No	Name of Employee	Designation	Days of Duty	Remarks
1.	Chippy Bhadran	Assistant	01.06.2020,03.06.2020, 05.06.2020,09.06.2020, 11.06.2020	
2.	Sheeba Thomas	Assistant	01.06.2020,02.06.2020, 04.06.2020,08.06.2020, 10.06.2020,12.06.2020	
3.	SandhyaV Nair	Section Officer	01.06.2020,02.06.2020, 03.06.2020,04.06.2020, 05.06.2020,08.06.2020, 09.06.2020,10.06.2020, 11.06.2020,12.06.2020	

  
**Section Officer**

**Joint Registrar II(Admn)**

  
**AR I (Act.)**

**Pon**  
**01/06/20**

**ഡി. ആർ. I (അക്കാദമിക്)**

Employees' Rotation Chart from 01 June 2020

Section:- AcBII

Sl. No	Name of Employee	Designation	Days of duty	Remarks
1	Asha K Nair	Assistant	01.06.2020 02.06.2020 10.06.2020 11.06.2020 12.06.2020	
2	Antony Joseph	Assistant Section officer	03.06.2020 04.06.2020 05.06.2020 08.06.2020 09.06.2020	
3	Reubin Daniel	Assistant Section officer	02.06.2020 04.06.2020 08.06.2020 10.06.2020 12.06.2020	
4	Sony.S.Nair	Section Officer	01.06.2020 03.06.2020 05.06.2020 09.06.2020 11.06.2020	

4  
29/5/20  
AR (Acad-1)

29/05/20

ഡി. ആർ. I (അക്കാദമിക്)



MAHATMA GANDHI UNIVERSITY

Academic Wing

Employees' Rotation Chart from 1<sup>st</sup> June 2020.

Office/Section:- AC BV

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Salin Thomas	S.O	1,3,5,8,10,12	
02	Manoj Kumar TC	ASO	2,4,9,10,11	
03	Arunjith G Nair	ASO	2,3,4,11,12	
04	Asha Jose V	Assistant	1,3,5,8,9	
05				

for S.O  
*[Signature]*

Section Officer

Joint Registrar I  
(Admn)

*[Signature]*  
29/5/20  
*[Stamp]*

*[Signature]*  
01/06/20

ഡി. ആർ. I (അക്കൗണ്ടിങ്)

AR (Head) IT

MAHATMA GANDHI UNIVERSITY

Academic Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- Ac A II

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	Jayalakshmi K.K.	Section Officer	01/06/2020, 03/06/2020 05/06/2020, 08/06/2020 10/06/2020	Residing in Alappuzha District
02	Ambily V.T.	A.S.O.	01/06/2020, 03/06/2020 05/06/2020, 08/06/2020 10/06/2020	Residing in Alappuzha District
03	Jijesh P.C.	Assistant	04/06/2020, 05/06/2020 09/06/2020, 11/06/2020 12/06/2020	
04	Bibin Thomas	Assistant	02/06/2020, 03/06/2020 04/06/2020, 09/06/2020 10/06/2020	Residing in Thrissur District
05	Jayakumar P.K.	Clerical Assistant	02/06/2020, 04/06/2020 08/06/2020, 11/06/2020 12/06/2020	Residing in Alappuzha District

Section Officer

Joint Registrar I  
(Admn)

ഡി. ആർ. 1 (അക്കൗണ്ടിംഗ്)

**MAHATMA GANDHI UNIVERSITY, KERALA**

**ACADEMIC WING**

**Employees' Rotation Chart from 01 June 2020**

**Section : Ac A X**


Sl. No.	Name of employee	Designation	Days of duty	Remarks
01	Hema G. Nair	Section Officer	01.06.2020 03.06.2020 05.06.2020 08.06.2020 10.06.2020 12.06.2020	
02	Sree Ranjini Gopakumar	Assistant Section Officer	02.06.2020 04.06.2020 09.06.2020 11.06.2020	Camp Duty at Ernakulam (Residing at Ernakulam)
03	Jithin M. S.	Assistant	01.06.2020 03.06.2020 05.06.2020 09.06.2020 11.06.2020	
04	Roshan Joseph	Assistant	02.06.2020 04.06.2020 09.06.2020 11.06.2020	Camp Duty at Kattappana (Residing at Karunapuram)
05	Deepa K.	Assistant	02.06.2020 04.06.2020 08.06.2020 10.06.2020 12.06.2020	
06	Seena T. S.	Computer Assistant	02.06.2020 03.06.2020 09.06.2020 11.06.2020 12.06.2020	


  
**Section Officer**

*Per*  
01/06/20

01/06/2020

ROTATION CHART  
Ac Ax1

AC Ax1 Section	Name & Designation	Monday	Tuesday	Wednesday	Thursday	Friday
	SO Rajesh V.	✓			✓	
ASO Uma Sreenivasan	✓		✓		✓	
Veena Rani	✓			✓		✓
Sunil Ramesh			✓		✓	✓
For Section Officer						PD Hills
 ASO	(from					29/5/2020
	01.06.2020 to 30.06.2020)					


  
 63/06/20  
 ഡി. ആർ. 1 (അക്കാദമിക്)


AR (Head) II

Section :- Ac A 8

AdministrationEmployee's Rotation Chart for June 2020.

S/No	Name of Employee	Designation	Days of Duty	Remarks
1.	Silhin Sachidanandan	Assi	1-6-2020 to 5-6-2020 8-6-2020 to 11-6-2020 15-6-2020 24-6-2020 to 26-6-20	
2.	Vishnu Vijayan	Assi	Camp Valmiki duty	Muvathupuzha.
3.	R. Sreeram	ASO	2-6-2020, 3-6-2020 4-6-2020, 9-6-2020 10-6-2020, 11-6-2020 16-6-2020, 13-6-2020 18-6-2020, 23-6-2020 24-6-2020, 25-6-2020 30-6-2020	
4.	BABY.R	SO	1-6-2020, 5-6-2020 8-6-2020, 10-6-2020 12-6-2020, 15-6-2020 19-6-2020, 22-6-2020 24-6-2020, 26-6-2020 29-6-2020	

  
 Section Officer

  
 03/06/20

ഡി. ആർ. 1 (അക്കൗണ്ടിങ്)

 Joint Reception II  
 (Admin)

AR II (Academic)

MAHATMA GANDHI UNIVERSITY

Academic

Employee's Rotation Chart from 01 June 2020 to 13 June 2020

Office/Section:-AcA3

Sl No	Name of Employee	Designation	Days of Duty		Remarks
			Week-1	Week-2	
01	Nikhil V Parameswar	Assistant	Mon, Wed, Fri	Mon, Tue, Thu	
02	Rajani V R	Assistant Section Officer	Tue, Thu, Fri	Mon, Wed, Fri	
03	Jayalakshmi P R	Section Officer	Mon, Tue, Wed, Thu	Tue, Wed, Thu, Fri	

For

Section Officer

  
ASO

Joint Registrar II  
(Admn)

Ac AIV  
Academic

Employees Rotation chart for the  
period 1.6.2020 - 30.6.2020

Sl No	Name of Employee	Designation	Days of duty	Remarks
1	Shenu Jose	Asst-	3, 4, 5, 9, 12, 17 19, 22, 24, 26 & 29 of June 2020	Residing at Kanjirappally Having child below 5 years
2	Vopra	"	2, 4, 8, 10, 12, 16, 18, 22, 24, 26 & 30 of June 2020	Residing at Kollam
3	Vishnu Vijayan.T.V	"	1, 2, 9, 10, 11, 15, 16, 23, 24, 25 of June 2020	Residing at Chenga- mnan
4	Sasikala. S	So	1.6 - 30.6	

Sankalan  
So ACA IV

IR II (Admin)

MAHATMA GANDHI UNIVERSITY

Academic

Employees' Rotation Chart from 01 June 2020 to 13 June 2020

Office/Section:-AcA6

SI No	Name of Employee	Designation	Days of Duty		Remarks
			Week-1	Week-2	
01	Bindu P.J	Section Officer	Mon,Thu,Fri	Mon,Thu,Fri	
02	Shahabas Rahim	Assistant	Tue,Thu,Fri	Mon,Tue,Thu	
03	Lekshmi G. Krishna	Assistant	Nil	Nil	HPL
04	Vishnuraj	Assistant	Mon,Tue,Wed	Mon,Tue ,Wed	
05	Priya V.P	Computer Assistant	Mon,Wed,Fri	Wed,Fri	

  
Section Officer

Joint Registrar II  
(Admn)



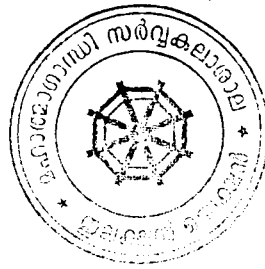
**MAHATMA GANDHI UNIVERSITY**

**Administration Wing**  
**Employees' Rotation Chart for June 2020**

Office/Section: - Election

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	Santhosh Nair P	Section Officer	01,03,05,08, 10,12,15,17,19, 22,24,26,29	
02	Soly Abraham	Assistant	02,04,09,10,11, 16,18,19,23,25, 30	
03	Vijayalakshmi V	Assistant	02,04,09,10,11, 16,18,23,25,26, 30	
04	Aswin R	Assistant	01,03,05,08, 10,12,15,17,19, 22,24,26,29	
05	Ajitha G S	Comp. Assistant	10.06.2020	Having child less than 5 years of age
06	Nisha M Nair	O.A	01.06.2020 – 30.06.2020	

  
Section Officer



Joint Registrar II  
(Admn)

AR W (Head)

MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from 11-6-2020 ~~18 May 2020~~

Administration Wing

Office/Section:- ~~Adm~~ Ac BVII

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sooraj P.S	Asst.	1, 3, 5, 8, 10, 12, 15, 17, 19, 22, 24, 29	
02	Jagmal	Asst.	2, 4, 8, 10, 12, 16, 18, 22, 24, 26, 29	
03	Mithwa Madhu	Asst.	1, 4, 5, 9, 11, 15, 17, 19, 23, 25, 30	
04	Ajith Kumar V.	SO	2, 3, 5, 9, 11, 15, 16, 19, 22, 25, 26, 30	
05				
06				
07				
08				
09				
10				

Section Officer



  
AR W (Head)

Joint Registrar I  
(Admn)

MAHATMA GANDHI UNIVERSITY


Administration Wing

Employees' Rotation Chart - June 2020

Office/Section:- Ac BVI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	SEBASTIAN GEORGE	S.O.	01.06.2020	
02	VINOD K	A.S.O.	02.06.2020	
03	SEBASTIAN GEORGE	S.O.	03.06.2020	
04	VINOD K	A.S.O.	04.06.2020	
05	SEBASTIAN GEORGE	S.O.	05.06.2020	
06	SEBASTIAN GEORGE	S.O.	08.06.2020	
07	VINOD K	A.S.O.	09.06.2020	
08	SEBASTIAN GEORGE	S.O.	10.06.2020	
09	VINOD K	A.S.O.	11.06.2020	
10	SEBASTIAN GEORGE	S.O.	12.06.2020	
11	SEBASTIAN GEORGE	S.O.	15.06.2020	
12	VINOD K	A.S.O.	16.06.2020	
13	SEBASTIAN GEORGE	S.O.	17.06.2020	
14	VINOD K	A.S.O.	18.06.2020	
15	SEBASTIAN GEORGE	S.O.	19.06.2020	
16	SEBASTIAN GEORGE	S.O.	22.06.2020	
17	VINOD K	A.S.O.	23.06.2020	
18	SEBASTIAN GEORGE	S.O.	24.06.2020	
19	VINOD K	A.S.O.	25.06.2020	
20	SEBASTIAN GEORGE	S.O.	26.06.2020	
21	SEBASTIAN GEORGE	S.O.	29.06.2020	
22	VINOD K	A.S.O.	30.06.2020	


  
Section Officer

  
Joint Registrar II(Admn)


MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 18 May 2020 <sup>01 June</sup>

Office/Section:- Ac. 

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Saqeer R.	Cl. Asst.	01/06 to 12/06	
02	Sreejith R.	Comp. Asst.	<del>01/06 to 06/06</del>	01/6, 2/6, 3/6, 8/6, 9/6, 4/10/6
03	Bibin Babu	Assistant	<del>01/06 to 06/06</del>	June 02, 04, 06, 08, 10, 12
04	Madhukumar P.	Assistant	<del>June 02-05</del>	June 01, 03, 05, 09, 11
05	Saji Chacko	Section Officer	01/06 to 12/06	
06				
07				
08				
09				
10				

Section Officer 

  
Admin Acad

Joint Registrar I  
(Admn)

**MAHATMA GANDHI UNIVERSITY**

**Administration Wing**

**Employees' Rotation Chart from 01 June 2020 to 12 June 2020**

**Office/Section:- Academic C1 Section (AC.C1)**

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Manoj K K	Section Officer	All days	
02	Juliet P A	Section Officer ( FC & D )	1 , 3 , 5 , 9 , 11	
03	Santhanu B	Assistant	2 , 4 , 8 , 10 , 12	
04	Babu John	Assistant	1 , 3 , 5 , 9 , 11	
05	Jasmin C G	Computer Assistant	1 , 3 , 5 , 9 , 11	
06	Divyanath A G	Computer Assistant	2 , 4 , 8 , 10 , 12	
07	Bijumon P	Clerical Assistant	2 , 4 , 8 , 10 , 12	
08				
09				
10				

*FOO*

Section Officer

*[Signature]*  
EVS.

Joint Registrar I(Admn)

*[Signature]*  
A. M. Arad

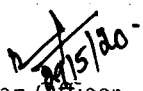
MAHATMA GANDHI UNIVERSITY

Administration Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- ~~Ad Ad~~ Ac. A.Y. Sn.

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Rohini. S.S	Asst	1, 3, 4, - June-2020	
02			8, 10, 12.	
03				
04	Prasanth Karthik.	Asst.	2, 4, 8, 10, 12 - June-2020	
05				
06	Aimy Abraham.	ASO	1, 3, 4, 9, 11 - June-2020	
07				
08	Rachel. K.I	SO	1, 2, 3, 5. - June-2020	
09			8, 9, 11, 12	
10				

  
Section Officer

Joint Registrar I  
(Adma)

  
Adma

MAHATMA GANDHI UNIVERSITY

Academic Wing

Employees' Rotation Chart from 01 June 2020

Office/Section:- Ac AXII

Sl No	Name & Designation of Employee	Days of Duty
01	Prabha Sara Mathew (SO)	01, 03, 05, 09 & 11 June 2020
02	Nisha V Lal (ASO)	01,02,04,05,08,10, 11 & 12 June 2020
03	Nidheesh P M(Assistant)	03,04,05,09 & 11 June 2020
04	Swapna Nadesan(Assistant)	01,02,03,08,09,10 & 12 June 2020

*f*  
for  
Section Officer

*f*  
29/05/20

*B*  
Pravin

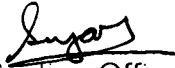
Joint Registrar I  
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration Wing  
Employees' Rotation Chart from <sup>01 June</sup>~~18 May~~ 2020 - 12 ~~June~~ 2020

Office/Section:- ~~Adm~~ ~~Ac Dm~~ Ac Dm.

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Yesudasas A.	ASO	1,5,8,10,12	
02	Lini J.M.	"	2,4,8,10,12	
03	Sreekanth S.	Asst	2,4,8,10,12	
04	NAZIA M.R.	ASO	1,3,5,9,11	
05				
06	Section officer		1,3,5,9,11	
07				
08				
09				
10				

  
Section Officer

  
Joint Registrar I

(Admn)



MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from <sup>15<sup>th</sup></sup> ~~02<sup>nd</sup>~~ June 2020

Administration Wing

Office/Section : LEGAL

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	VARKEY P.K	O.A	2,4,8,10,12	
02	VINOD K.L	CLERICAL ASST	1,3,5,9,11	
03	INDU.S. NAIR	A.S.O	2,4,8,10,12	
04	TEERTHAN A.S	A.S.O	1,3,5,9,11	
05	RAJENDRAN PILLAI.N	S.O	1,2,4,5,8,9,11, 12	
06				
07				
08				
09				
10				

  
Section Officer


  
Joint Registrar I


(Admn)

# AC AIX

Probable list of Employees present on the following days

Date	Name	Designation.
1. 6. 2020	Devi Mohan	ASO
	Ajith Kumar R	SO
2. 6. 2020	Anand Lal Ben	ASO
3. 6. 2020	Devi Mohan	ASO
	Ajith Kumar R	SO
4. 6. 2020	Anand Lal Ben	ASO
5. 6. 2020	Devi Mohan	ASO
	Ajith Kumar R	SO
8. 6. 2020	Anand Lal Ben	ASO
	Ajith Kumar R	SO
9. 6. 2020	Devi Mohan	ASO
10. 6. 2020	Anand Lal Ben	ASO
	Ajith Kumar R	SO
11. 6. 2020	Devi Mohan	ASO
12. 6. 2020	Anand Lal Ben	ASO
	Ajith Kumar R	SO

  
Section Officer  
AC AIX

  
Section Officer  
AC AIX

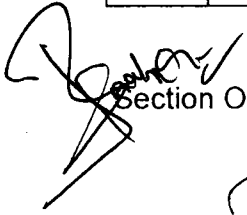
MAHATMA GANDHI UNIVERSITY

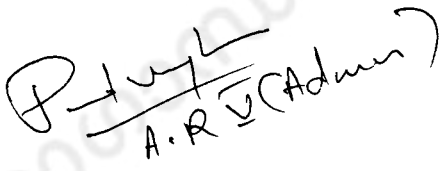
Administration Wing

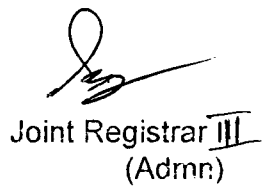
Employees' Rotation Chart from 01 June 2020

Office/Section:- CITAD

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	ARUN MOHAN	ASSISTANT	03,05,10,11,12	From Kollam
02	SURAJ .S	ASSISTANT	01,02,03,08,09	From Kollam
03				
04				
05				
06				
07				
08				
09				
10				

  
Section Officer

  
A.R. V. (Admn)

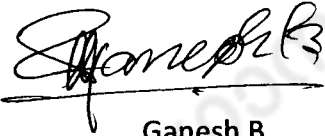
  
Joint Registrar III  
(Admn)

## MAHATMA GANDHI UNIVERSITY

### Employees' Rotation Chart from 1 June 2020 to 5 June 2020

Office/Section: IQAC

Sl No	Name of Employee	Designation	Days of Duty	Remarks
1	Anand Sasi	Assistant	2-6,4-6	
2	Soja S	Computer DE operator	1-6,2-6,3-6	
3	Ganesh B	Section Officer	1-6,2-6,3-6,5-6	
4	Cissy Mathew	Statistical Asst	1-6,3-6,5-6	
5	Anitha B Nair	Statistical Asst	2-6,4-6	



Ganesh B  
Section Officer  
9447602316



Joint Registrar -III (Admn)

Joint Registrar -I (Admn)

MAHATMA GANDHI UNIVERSITY

Administration

Employees' Rotation Chart from 01 to 12 June 2020

Office/Section:-AD A VII

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	VISHNU R	ASST	JUNE 1,2,3,8,9.	
02	TARA NAIR	A. S. O	JUNE 4,5,10,11,12	
03	GEORGE THOMAS KALARICKAL	S.O	JUNE 01,3,5,9,11	
04				
05				
06				
07				
08				
09				
10				

*[Signature]*  
Section Officer  
29/6/2020

*[Signature]*  
JN3(Ad)

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കോഴിക്കോട്

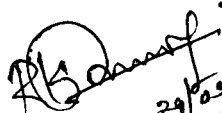
**MAHATMA GANDHI UNIVERSITY**

**Administration/Finance/Exam Wing**


**Employees' Rotation Chart from 01 June 2020 onwards**

**Office/Section:- Content Management Section**

Sl.No	Name of Employee	Designation	Days of Duty on June	Remarks
01	Anju S. Nair	Computer Assistant	02, 04, 08, 10, 12	From Thodupuzha
02	Ramu S.	Assistant	02, 04, 08, 10, 12	From Kollam
03	Rethishkumar S.	Section Officer	01, 03, 05, 09, 11	

  
29/05/20.  
Section Officer, CMS.  
(Admn.)

  
Assistant Registrar-V (Admn.)

  
JR3 (Ad)

Joint Registrar I (Admn)

Rotation Chart From 1<sup>st</sup> June onwards

Section	01-June	02-June	03-June	04-June	05-June	08-June	09-June	10-June3	11-June	12-June
Adb2	Gijo	Kavitha	Kavitha Gijo	Kavitha	Gigo	Gijo	Kavitha Gigo	Kavitha	Gigo	Kavitha
Ad.B4	Sindhu - Ambili	Ar sili Jomy	Sindhu Jomy	Ambily - Jomy	Sindhu Ambili	Ambili Jomy	Sindhu Jomy	Ambily Jomy	Sindhu	Ambili
P&D2	Dwipu Remim	Anil Remim	Dwipu Remim	Anil Veena	Dwipu Veena	Anil Veena	Dwipu Veena	Anil Veena	Dwipu Remim	Anil Remim
P&D1	Krishnakumar Shiji Sarita	Kiran Prasanth	Krishnakumar Sarita	Prasanth Kiran Sarita	Krishnakumar Shiji Kiran	Shiji Krishnakumar Prasanth	Kiran Prasanth	Shiji Krishnakumar	Prasanth Sarita Kiran	Shiji Sarita
<del>P&amp;D3</del> SC/ST	Nyci Saija	SO Nyci	SO Nyci	SO Saija	SO Saija	Nyci	SO Nyci Saija	Nyci	SO Saija	SO
SF1+ SFSP	Jitha Vidya	Anila Vidya	Ditty Vidya Jitha	Vidya Anila Ditty	Aadis Jitha Ditty Vidya	Aadis Anila	Aadis Jitha Anila	Aadis Anila	Jitha Ditty	Aadis Ditty
SFLEGAL	Satheesh Manju	Biju	Satheesh Biju	Manju	Satheesh Manju	Biju	Satheesh Biju	Manju	Satheesh Biu	Manju
AR	Najeeb *	Pradeep, Maya	Najeeb	Pradeep, Maya	Najeeb	Pradeep, Maya	Najeeb	Pradeep, Maya	Najeeb	Pradeep Maya
DR										

\* On work arrangement  
SO to assume duty

*[Signature]*  
DR P&D.

*[Signature]*  
SIR (ad)



WORK SCHEDULE - from 01/06/2020 to 05/06/2020

SECTION : ACCOUNTS I

Sl.No.	Name	Designation	Days of Duty
1	Shameer TE	ASD	Wednesday and Friday
2	Anitha Kumari KD	SO	

  
03/06/2020  
A.R.I.F.-

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കോട്ടയം



Fin II

MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from ~~May~~ <sup>June</sup> 2020

Finance Wing

Office/Section:-

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sheetla Stanley Kavuu	A.S.O	2.6.2020, 5.6.2020, 9.6.2020, 12.6.2020	
02	Sumitha V. Pillai	A.S.O	1/6/2020, 3/6/2020, 8/6/2020, 10/6/2020	
03	Roshini Mammen	Assistant	2/6/2020, 4-6-20, 9-6-2020, 11-6-2020	
04	Salini S	Comp. Asst.	4.6.2020, 5.6.2020, 8.6.2020, 9.6.2020, 10.6.20	
05	Sreerani K.P	Section Officer	2.6.2020, 4.6.2020, 9.6.2020, 11.6.2020	
06				
07				
08				
09				
10				

Section Officer





Joint Registrar I  
(Admin)



Finance III Sn

Duty chart from 1/6/20 to 5/6/20

Seena.v.A Cl. Asst 1/6/20, 2/6/20, 5/6/20

Sabitha.A.K ASO 1/6/20, 3/6/20, 5/6/20

Rajesh.D ASO 2/6/20, 4/6/20, 5/6/20

Sadik.P SO 3/6/20, 4/6/20, 5/6/20

Handwritten notes:  
29/05/20  
SO (HU)  
29/05/20

Handwritten notes:  
C/O  
29/05/20  
K.R. Iyer

DR II (Finance)

Finance Branch

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

4 June

Employees' Rotation Chart from 18 May 2020

Office/Section:-

Exam Asst I

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Radhamony .M.D	OA	1,3,5,8,10,11	
02	Lima .M.M	Assistant	2,4,8,9,11	1 1/2 Year baby
03	Neethu .p.s	Assistant	2,4,9,11,12	1 1/4 Year baby
04	Jayasree Karunakaran	ASO	1,3,5,8,12	
05	pramod kumar .k.k	SO	1,3,5,8,10,12	
06				
07				
08				
09				
10				

Section Officer

DR II  
29/5/2020

Joint Registrar I  
(Admn)

EXAM AUDIT II

01/06/2020 : Celina Beegam (Asst), Sunil Lal G (SO)

02/06/2020 : Soumya S. Mohan (Asst) → Baby 1 1/2 yr old.

03/06/2020 : Manjusha P.V (ASO), Sunil Lal G (SO)

04/06/2020 : Soumya S. Mohan (Asst) Baby 1 1/2 yr old.  
Celina Beegam (Asst)

05/06/2020 : Manjusha P.V (ASO)  
Sunil Lal G (SO)

8  
28/5/2020  
29/5/2020

~~ASST~~

Asst, Exam Audit II

## FINANCE - I

01.06.2020 : Smt. Remadevi. N.S. (Asst)

Sri. Vinod. P.B. (Asst)

02.06.2020 : Smt. Mary Vijai T.V. (A.S.O)

: Sri. Muralaeeharan P.S. (S.O)

03.06.2020 : Smt. Remadevi. N.S.

Sri. Vinod. P.B.

04.06.2020 : Smt. Mary Vijai T.V.

: Sri. Muralaeeharan P.S.

05.06.2020 : Smt. Remadevi N.S

Sri. Vinod. P.B.

08.06.2020 : Smt. Mary Vijai TV

Sri Muralaeeharan P.S.

09.06.2020 : Smt. Remadevi N.S

Sri. Vinod P.B.

10.06.2020 : Smt. Mary Vijai T.V

Sri. Muralaeeharan P.S

11.06.2020 : Smt. Remadevi. N.S

Sri Vinod P.B.

12.06.2020 : Smt. Mary Vijai T.V

Sri. Muralaeeharan P.S

15.06.2020 : Smt. Remadevi. N.S

Sri Vinod P.B.

*CLM*

29.5.20  
SD. Fin I

~~29/5/2020~~  
~~CLM~~

MAHATMA GANDHI UNIVERSITY

Employees' Rotation Chart from ~~16~~ <sup>1st June</sup> May 2020

Finance Wing

Office/Section:- Finance Audit IV

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sayachandhan K.	O.A	1, 3, 5, 9, 11	
02	Jessni K. chellappan	ASO	2, 3 June	(below 5 yrs old child)
03	Sowpna A.	ASO	2, 3, 8, 9, 11	
04	Suma M.P.	SO	1, 4, 5, 10, 12	
05				
06				
07				
08				
09				
10				

Section Officer Somas

K  
29/5/2020  
29/5/2020  
29/5/2020

Joint Registrar I  
(~~Adnan~~)

Rotation chart of Fin Audit Section

- 1) 1/6/2020 - Monday - Sumil Kumar, Sing V.G.
- 2) 2/6/2020 - Tuesday - Sumil Kumar, Gayathri
- 3) 3/6/2020 - Wednesday - Sumil Kumar, Sing V.G.
- 4) 4/6/2020 - Thursday - Gayathri
- 5) 5/6/2020 - Friday - Sing V.G.

~~29/05/2020  
AKR/fm~~

~~29/05/2020~~

Sl. No	Name	Designation	No. of Days
1.	Alex C G	ASO	02, 04, 08, 10 & 12
2.	Reshmi R Nedh	ASO	01, 05 & 09
3.	Adhina S Raj	Asst.	03, 07 & 11
4.	Reeba R	S.O	01, 02, 03, 04, 05, 08, 09, 10, 11 & 12

~~R~~  
29/05/2020  
S.O  
Audit II

~~A~~  
29/05/2020  
Asst

~~S~~  
29/05/2020  
S.O



Audit III Section

	5-0 Eligibility K. J. J.	Asst. Abhay C-S	Asst. Dushya Sridhar
MON 1-6-2020	✓		
TUES 2-6-2020		✓	✓
WED 3-6-2020	✓	✓	
THURS 4-6-2020			✓
FRI 5-6-2020	✓	✓	✓
SAT + SUNDAY			
MON 8-6-2020	✓		✓
TUES 9-6-2020		✓	✗
WED 10-6-2020	✓	✗	
THURS 11-6-2020			✓
FRI 12-6-2020	✓	✓	✓

MM  
29/05/2020  
BRI m

MM  
29/05/2020

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 JUNE 2020

Office/Section:-GENERAL CASH I

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	LAI V G	SO	1/6,3/6,5/6,9/6, 11/6,15/6,17/6, 19/6,23/6,25/6, 29/6	
02	AKHIL P B	ASST	1/6,3/6,5/6,9/6, 11/6,15/6,17/6, 19/6,23/6,25/6, 29/6	
03	TINIMOL R	ASO	2/6,3/6,5/6,9/6, 11/6,15/6,17/6, 19/6,23/6,25/6, 29/6	
04	KESAVAN NAMBOOTHIRI S N	OA	1/6,3/6,5/6,9/6, 11/6,15/6,17/6, 19/6,23/6,25/6, 29/6	
05	MATHEW T K	ASO	2/6,4/6,8/6,10/6, 12/6,16/6,18/6, 22/6,24/6,26/6, 30/6	
06	SHERIN JOSEPH	ASO	1/6,4/6,8/6,10/6, 12/6,16/6,18/6, 22/6,24/6,26/6, 30/6	

For Section Officer *[Signature]*  
29/5/20

*[Signature]*  
29/5/20

Joint Registrar I(Admn)

*[Signature]*  
DRI fin  
29/5/20

ROTATION CHART FOR THE MONTH JUNE 2020- EXAM CASH

DIVYA B NAIR -2,4,8,10,12,16,18,22,24,26,30

SULEKHA N S -- 1,3,5,9,11,15,17,19,23,25,29.

JOMOL P J \_ 1,2,8,9,15,16,22,23,24,29,30.

SHEJO BABY \_ 3,4,5,10,11,12,17,18,19,25,26.

*Handwritten notes:*  
29/5/2020  
K  
29/5/2020  
ARUN (A.M)

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

മിസ്സൻ, ഒപ്പിടാ V


അമിട്ടി ഭരണൻ - 19.06.20 - 01.06.2020, 02.06.2020  
03.06.2020, 09.06.2020,  
11.06.2020.

സോളി. മേയ് - അമിട്ടി <sup>13</sup> - 02.06.2020, 04.06.2020  
08.06.2020, 10.06.2020,  
12.06.2020

സോളി. മേയ്. മേയ് - അമിട്ടി <sup>13</sup> - 02.06.2020, 04.06.2020  
08.06.2020, 10.06.2020  
12.06.2020

അമിട്ടി ഭരണൻ

സോളി. മേയ്. മേയ് - 04.06.2020, 05.06.2020.  
08.06.2020, 10.06.2020,  
12.06.2020.

  
29/05/2020 KJ  
29/5/2020  
P.H.L. (En)

## FCC Section

### EMPLOYEES ROTATION CHART : Statement for the month of JUNE 2020

Sl. No.	PF. No	Name	Designation	DAYS OF DUTY 1st WEEK JUNE					DAYS OF DUTY IInd WEEK JUNE					Days	REMARKS	
				MON	TUE	WED	THU	FRI	SAT	MON	TUE	WED	THU			FRI
				1	2	3	4	5	6	8	9	10	11	12		
1	1637	Bhanu Prakash	AR	X		X	X	X	X		X	X	X	X	9	
2	1965	Unnikrishnan G	SO	X		X		X		X		X		X	6	
3	2110	Abraham Varughese	SO-		X		X		X				X		5	
4	2647	Smitha P T	ASO	X	X	X						X	X	X	6	
5	2783	Manju S	ASO	X		X		X			X			X	5	
6	2972	Binu Thomas	ASO	X			X			X		X		X	5	
7	2973	Aby John Abraham	ASO												0	Infant Kid
8	2026	Deepta Dev	ASST	X	X	X						X	X	X	6	
9	3430	Sreejaya AR	ASST							X		X		X	3	Infant Kid
10	3705	Nikhil U	ASST		X		X			X		X		X	5	
11	1745	Korah N V	CL ASST	X		X		X			X		X	X	6	
		Total staff numbers		7	4	6	4	4	2	4	4	7	5	9		

'X' Denotes the willingness to attend the office during the period from 01.06.2020 to 12.06.2020: Sl. Nos 7, and 9 are given liberty as both have infant child below the age of 5. But Sri Aby John Abraham has shown willingness to attend in case of emergency.

21.05.2020  
PD HILLS

Deputy Registrar (FINANCE)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

01.06.2020

Employees' Rotation Chart from 18 May 2020

Office/Section:- Accounts III, IV & V Sns

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Rajeev. A	Section Officer	Tue, Thu, Fri.	
02	Saumya. T	Assistant	Mon, Wed, Fri.	
03	Jasmeel. M.I	Section Officer	Mon, Wed, Fri.	
04	Emerald. D	Assistant	Mon, Tue, Wed	
05	Sony. Shams	Assistant	Mon, Wed, Fri	
06		Officer		
0706	Nisha Unnikrishnan	Section Officer	Mon, Wed, Fri.	
087	Soma I	Computer Asst.	Tue, Thu, Fri	
09				
10				

29.5.20  
Section Officer

*Somi*  
DRI

Rotations List

Exam Audit - III

- 01/06/20 - RAJESH kumar - k.T (SO)  
Antony m.J - Asst
- 02/06/20 - RAJESH kumar k.T. (SO)  
Rubbaiya Roul. (Asst)
- 03/06/20 - Antony . m.J - Asst -  
Nisha . S.A . Asst -
- 04/06/20 - RAJESH kumar - k.T (SO)  
Rubbaiya Roul. Asst -
- 05/06/20 - RAJESH kumar - k.T - (SO)  
Nisha . S.A . Asst .
- 08/06/20 - RAJESH kumar - k.T . (SO)  
Antony m.J - (Asst)
- 09/06/20 - ~~RAJESH kumar~~  
Nisha . S.A . (Asst -  
Rubbaiya Roul - Asst .

10/06/20 - RAJESH KUMAR K.T. (S.O) •  
Antony M.J. (Asst)

11/06/20 - RAJESH KUMAR K.T. (S.O)  
Rubbanya Roul. Asst.

12/06/20 - Antony M.J. (Asst.)  
- Nisha. SA. (Asst.)

~~28/5/2020~~  
29/5/2020.

h.  
29/5/20

RAJESH KUMAR K.T  
Sector's Office.



MAHATMA GANDHI UNIVERSITY


Administration/Finance/Exam Wing


Employees' Rotation Chart from 01.06.2020

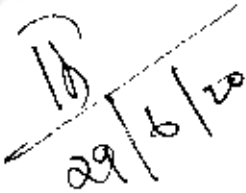
Office/Section:- CBCSS X

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sudheer S	Asst Section Officer	02/06/20	Has a child aged 2 yrs
02				
03				
04				
05				
06	Jose J	Assistant	02/06/20	
07				
08				
09				
10	Soumya M	Assistant	03/06/20	Has a child aged 2 yrs
01				
02				
03				
04				
05	Vibha Rani B	Section Officer	01/06/20	
06				
07				
08				
09				

Section Officer

  
29/06/20

  
Joint Registrar I (Exam)  
(Admin)

  
29/6/20  
A.R. XIX (Exams)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01.06.2020

Office/Section:- XI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sunsi Sutekumarani	Assistant	01, 02, 03, 04, 08, 09, 10, 11	
02	Manoj Kumar M.	"	03, 04, 05, 10, 11, 12	
03	Prasanna V.K.	Section Officer	01, 02, 05, 08, 09, 12	
04	Jayashree R.	Asst.		Promotion due from 01/06/2020
05				
06				
07				
08				
09				
10				

Pas  
Section Officer

  
Joint Registrar I (Exam)  
(Admin)

B  
29/5/20

A.R. XIX (Exam)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 1 June 2020

Office/Section:- CBCSS XII

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	ANLY JOSHUA	<del>ASST</del> SECTION OFFICER	1,3,5,8,10,12	6 DAYS
02	TINU KURIAKOSE	ASSISTANT	2,4,9,11	Camp Duty - A C O Changanacherry Camp
03	NISHA K	ASSISTANT	3,4,5,10,11,12	6 DAYS
04	<del>NASARUDDHEEN M</del>	SECTION OFFICER		Retired on 29.05.2020

Anly Joshua

Section Officer

(1,3,5,8,10,12) Joined on 1/6/2020

Joint Registrar I (Exams)

10  
29/5/20

A.R. XIX (Exams)

MAHATMA GANDHI UNIVERSITY

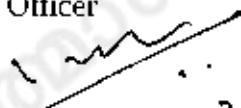
Administration/Finance/Exam Wing

Employees' Rotation Chart from 01.06.2020


Office/Section:- CBESS XXI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Joseph Thomas	SO	1,3,5,8,	
02			10,12	
03	Mathy . P.K.	ASO	2,3,4,5,	
04			8,9,10,11	
05	Renjitha . N.P.	Asst	3,4,12	
06				
07	Nisha Raveendran K.	Asst	1,2,5,9,	
08			11	
09				
10				

Section Officer

  
29-5-20

  
Joint Registrar I (Exam)  
(Admin)

  
29/5/20  
AP

A.R. XIX (Exams)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01.06.2020

Office/Section:- CROSS 7011

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02	കെ.എ. രാമേശ്വരൻ	കോർഡിനേറ്റർ	2, 4, 9, 11	
03	അരുൺദാസ് രാമൻ	"	1, 3, 5, 8, 9, 10	
04	അരുൺദാസ് രാമൻ	"	1, 3, 5, 11, 12	
05	അരുൺദാസ് രാമൻ	S.D.	2, 4, 8, 10, 12	
06				
07				
08				
09				
10				

Section Officer

*(Signature)*  
29/5/20

*(Signature)*  
Joint Registrar I (Admin)  
(Admin)

*(Signature)*  
29/5/20

A.R. XIX (Exams)

Sub: Lock down - ~~Revised~~ Rotation Chart for engaging staff for duty from 16/5/2020.

Kindly post staff for duty as proposed below.

1) BB Confidential Sessions.

- 1) CTC D
- 2) BB II
- 3) BB V
- 4) BB IX
- 5) BB XI
- 6) BB XII

Exams are scheduled to start on 01/06/2020. Hence the staff of these sessions need to attend office in full swing on all days.

2) Ph.D Sessions

- 7) BB X
- 8) BB XIV

list attached.

3) CBTE S. sessions.

- 9) CBTE X I
- 10) CBTE X II

list attached.

Acemj  
29/5/20

MAHATMA GANDHI UNIVERSITY

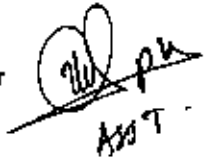
Administration/Finance/Exam Wing

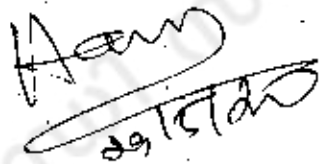
Employees' Rotation Chart from 01st June 2020

Office/Section:-EBXIV

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Arya V.K.	Section-officer	02,03,05,08,10,11	
02	Siby B.S.	Assistant	-	Assigned duty from the office of the District Collector, Kollam as reported her inability to reach the HQ.
03	Rithosh Prakash V	Assistant	01,02,04,05,09,10,12	
04	Vivek Prasad Kaimal	Assistant	01,03,04,08,09,11,12	

Section Officer

  
Asst



എ.ആർ.-XXI  
(പരിഷ്ക)

  
15/21  
Joint Registrar  
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 1 June 2020

Office/Section:- E B X .

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sreethi .S	ASO	1,3,5,9,11	Lactating mother
02	Ashitha P	Asst.	2,4,8,10, 12	
03	<del>Nidhin Prasanna</del>	Asst.	2,4, 8, 10,12	
04	Lalitha.R	Comp Asst.	1,2,5, 11,12	
05	Roy Joseph	SO	1,3,4,9,11	
06	Walter V	OA	1,3,5,9,10	
07				
08				
09				
10				

NITHIN PRASANNA

FOR Section Officer

*[Handwritten Signature]*  
29/5/20

എ.ആർ.-XXI  
(പരിഷ്കർത്താവ്)

*[Handwritten Signature]*  
1/6/20  
Joint Registrar I  
(Admn)



**Rotation List Of Staff for the period from 1st June 2020 to 12th June 2020**

Section CETEX-II

Name	Designation	1st June	2nd June	3rd June	4th June	5th June
Sabareesh G	SO	P	P	P	P	P
Sangeetha A T	Asst				P	P
Nimmy Ramadas	Asst	P	P	P	P	
Sajitha P R	Asst	P			P	
Jayanthi P G	Jr. Soft. Dev.	P	P	P		P

Name	Designation	8th June	9th June	10th June	11th June	12th June
Sabareesh G	SO	P	P	P	P	P
Sangeetha A T	Asst	P	P	P		
Nimmy Ramadas	Asst					
Sajitha P R	Asst	P		P		P
Jayanthi P G	Jr. Soft. Dev.	P	P		P	P

SS  
29/5/20  
SO CETEX

*[Signature]*  
29/5/20  
ഏ.ആർ.-XXI  
(പരിഷ്കരണം)

*[Signature]*  
26/6/20

**Rotation List Of Staff for the period from 1st June 2020 to 12th June 2020**

Section CETEX

Name	Designation	1st June	2nd June	3rd June	4th June	5th June
Reshma O A	OS	P		P		P
Nitheesh M V	Asst	P	P		P	
Nirmal George	Asst		P	P	P	
Anas S	Asst	P		P		P
Uma Devi	SO	P		P		P
Shincy A C	SO		P		P	
Benshi T R	SO		P		P	P
Nisha	Jr.S.D.	P		P		

Name	Designation	8th June	9th June	10th June	11th June	12th June
Reshma O A	OS		P		P	
Nitheesh M V	Asst	P		P		P
Nirmal George	Asst		P		P	P
Anas S	Asst	P		P		P
Uma Devi	SO	P		P		P
Shincy A C	SO		P		P	
Benshi T R	SO		P	P		
Nisha	Jr.S.D.	P		P		P

*[Handwritten signature]*

SS. 29/5/20  
SO, CETEX-II

*[Handwritten signature]*  
29/5/20  
എ.ആർ.-XXI  
(പരിഷ്ക)

*[Handwritten signature]*  
16/6/20

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from ~~01 May~~ <sup>JUNE</sup> 2020

Office/Section:-

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Renji th T M .	Assistant		Residing at Palakkad. Duty at Palakkad
02	Archana B.	Assistant	2, 4, 5	
03			9, 11, 12	
04	Jayanne A. U .	Section Officer	1, 3, 5, 8, 10, 12	
05				
06				
07				
08				
09				
10				

Section Officer

AR-23

Joint Registrar I  
(Admn)

1. Lock down നു 600-200 വരെയുള്ളവർ 21.05.2020 നു 600-200 വരെയുള്ളവർ നിർദ്ദേശിച്ച തീയതിയിൽ ഉണ്ടായിട്ടുണ്ട്.
2. Rotation Chart നു നിയമിച്ച പ്രകാരം എല്ലാവരും പങ്കെടുക്കപ്പെട്ടു.

AR-23  
CBCSS

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

01 June  
Employees' Rotation Chart from 18 May 2020

Office/Section:- CBSS & IT

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Bini Sudhakar	Assistant	02, 04, 05,	—
02			09, 11, 12	
03	Anoop. S	Assistant	01, 02, 03	—
04			8, 9, 10	
05				
06	Fariza Moideen	Section Officer	01, 03, 05	—
07			08, 10, 12	
08				
09				
10				

*[Signature]*  
Section Officer

*[Signature]*  
29.05.2020  
AR-23

*[Signature]*  
Joint Registrar I  
(Admin)

Report

- lockdown ന്റെ അളവ് വർദ്ധിച്ചു 01.05.2020 ന്റെ അളവ് വർദ്ധിച്ചു വെച്ച് കഴിഞ്ഞു പോയി. — ?  
~~അളവ് വർദ്ധിച്ചു~~
- കഴിഞ്ഞു lockdown വർദ്ധിച്ചു rotation chart അനുസരിച്ച് തയ്യാറാക്കിയ ക്രമം അനുസരിച്ച് തയ്യാറാക്കിയ ക്രമം. (50% അളവ് വർദ്ധിച്ചു)

*[Signature]*  
SO, CBSS & IT

*[Signature]*  
AR, AR 23

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 May 2020

Office/Section:- CBCSS XX

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Maya. S	Assistant	1, 3, 4, 8, 10, 12	
02	Veena. S	Assistant	1, 3, 5, 8, 11, 12	
03	Susamma. P.A	S.O. (HG)	2, 4, 5, 9, 10, 11	
04				
05				
06				
07				
08				
09				
10				

for Section Officer

*[Signature]*  
AR 23

*[Signature]*  
Joint Registrar I  
(Admn)

- 1) Lockdown no orokko varinjummar 18/05/2020 gumar maram valathil, nishanth's vachinjanam.
- 2) Vechal vummar vishwath orokkum varinjath nishanth vachinjanam 33%. varinjummar vachinjanam.

*[Signature]*  
29/5/2020

*[Signature]*  
29/5/2020  
AR, 23

*[Signature]*  
29/5/2020

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 18-May-2020 01.6.2020 - 12.6.2020Office/Section:- RBCSS XXIV

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Jay Mathew	SO	1, 8, 9, 10, 11	
02				
03	Anitha PC	Asst	3, 8, 10, 11, 12	
04				
05	Divya S	Asst	2, 4, 5, 9, 12	
06				
07	Ashwalek Verma	Asst	1, 2, 3, 4, 5	
08				
09				
10				

Section Officer

CA/6  
29/5/20  
AR-23

Joint Registrar I  
(Admn)

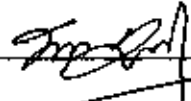
രൂപം XXIV

കുറിപ്പ്

lock down - ഒരോ രാജ്യത്തും

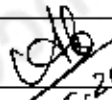
21.05.2020 നു ഒരോ സ്റ്റാറ്റിസ് നോട്ടീഫ് ചെയ്തിട്ടുണ്ട്. ഇന്നു lock down ഉണ്ടാക്കി


21.05.2020 നു സ്റ്റാറ്റിസ് നോട്ടീഫ് ചെയ്ത പ്രകാരം 21.05.2020 നു രാജ്യത്തു മുഴുവ് സ്റ്റാറ്റിസ് നോട്ടീഫ് ചെയ്ത പ്രകാരം ചെയ്തിട്ടുണ്ട്.

  
29/5/2020

Jose Mathew

SO

  
29-5-2020  
AR-23

  
1/6/20

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing  
1<sup>st</sup> June

Employees' Rotation Chart from 1<sup>st</sup> June 2020 to 12<sup>th</sup> June 2020

Office/Section:- CBCSS 25

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Aswathy Unnikrishnan	SO	1 to 5 <sup>th</sup> June 8 <sup>th</sup> to 12 <sup>th</sup> June	
<del>02</del>				
<del>03</del>	Chanthu Anand D	Asst	2, 4, 8, 10, 12	
<del>04</del>				
<del>05</del>	Savitha V	Asst	1, 2, 3, 4, 5, 9, 10, 11, 12	
<del>06</del>				
<del>07</del>	Harikrishnan B	Asst	<del>1, 2, 3, 4, 5, 9, 10, 11, 12</del>	
08	(CV camp)		1, 11	
09				
10				

Aswathy Unnikrishnan  
Section Officer

G/A  
29-05-2020

Joint Registrar I  
(Admn)



CBCSS XXV ✓

1. 21.05.2020 m̄ 6:30 am duty to m̄sting n̄m̄s.

2.

Ⓐ Savitha V

As per chart → 25, 26, 28

Present on → 25, 26, 27

— Asst came on 27<sup>th</sup> instead of 28<sup>th</sup>

→ 50% Attendance 2ms.

Ⓑ Haribrishnam B (Camp officer, Alphonsa College  
pala)

As per chart → 27, 29

~~Came~~ present on 29.

Asst on camp duty → went to camp on  
27<sup>th</sup> May 2020

✓  
SS XXV  
CBCSS  
29/5/20

✓  
29/05/2020

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

1<sup>st</sup> June 2020

Employees' Rotation Chart from 18-May-2020

Office/Section:- CBESS XXV1

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Hasikumar R	Section Officer	2,4,5,8,10,11	
02				
03	Lekshmi S	Assistant	1,3,5,9,10,12	
04				
05	Anchu T.S	Assistant	1,2,4,8,9,11	Having one year old baby
06				
07				
08				
09				
10				

Anchu  
For Section Officer

gla  
29/5/20

16/20  
Joint Registrar I  
(Admn)  
AR

1) Lockdown ന്റെ ഭാഗമായി വനിതാസംസ്ഥാനം 18/05/2020 മുതൽ രാജ്യം മുഴുവൻ പ്രവേശനം നിർദ്ദേശിച്ച് പൊതുജനങ്ങൾക്ക്.

2) Lockdown മൂലം ഉണ്ടായ റോട്ടേഷൻ ചാർട്ട് ക്ക് നിലവിലെ പദ്ധതി കൂടി അനുസരിച്ച് 33% പൊതുജനങ്ങൾക്ക്.

Anchu  
29/05/2020

gla  
29/5/2020  
AR 23

# MAHATMA GANDHI UNIVERSITY

## EXAM BRANCH

JR-I (Exam).

### Employees Rotation chart from 1 st June to 15 June 2020.

Sl.No	Name	Designation	Days of duty	Remarks
1	Madhu Kumar M	DR-V (exam)	1,2,3,8,10,12,15	
2	Sophamma Joseph	OA	1,3,5,9,11,15	
3	Sheela M G	OA (Provisional)	2,4,8,10,12,15	

  
1/6/20

  
DR-V (Exam)

MAHATMA GANDHI UNIVERSITY

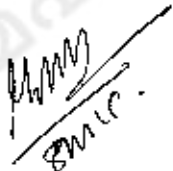
Exam Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- CETEX Software Development wing

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	Harikrishnan M.V	SMIC	01,03,05,09,11	
02	Majesh Subramanian	Sr S/W Developer	01,03,05,09,11	
03	Jeena Jain Thomas	"	01,03,05,09,11	
04	Yadu K.R	"	01,03,05,09,11	
05	Arathi S	"	01,03,05,09,11	
06	Binoj Cherian	Sr H/W,N/W Engineer	01,03,05,09,11	
07	Jyothis Joseph	Jr S/W Developer	02,04,08,10,12	
08	Adra Prathapan	"	02,04,08,10,12	
09	Simi Chandy	"	01,03,05,09,11	
10	Anuja Jaleel	"	02,04,08,10,12	
11	Ajith Sivadas	"	02,04,08,10,12	
12	Sreethu Raj	"	02,04,08,10,12	
13	Anooj Varughese	"	01,03,05,09,11	
14	Noora Naushad	"	02,04,08,10,12	
15	Pallavi Lal	"	02,04,08,10,12	
16	Midhuna Vipin	"	02,04,08,10,12	
17	Gheeverughese	"	01,03,05,09,11	

Section Officer

  
SMIC

  
16/20  
Joint Registrar I  
(Admn)

MAHATMA GANDHI UNIVERSITY


Administration/Finance/Exam Wing


Employees' Rotation Chart from 01.06.2020


Office/Section:- CBCSS X

Sl No	Name of Employee	Designation	Days of Duty	Remarks	
01	Sudheer S	Asst Section Officer	02/06/20	Has a child aged 2 yrs	
02			04/06/20		
03			08/06/20		
04			15/06/20		
05			02/06/20		
06	Jose J	Assistant	04/06/20		
07			08/06/20		
08			10/06/20		
09			12/06/20		
10			03/06/20		
01	Soumya M	Assistant	03/06/20	Has a child aged 2 yrs	
02			11/06/20		
03			15/06/20		
04			01/06/20		
05			03/06/20		
06	Vibha Rani B	Section Officer	05/06/20		
07			09/06/20		
08			11/06/20		
09			15/06/20		
10			29/06/20		

Section Officer

  
29/06/20

  
Joint Registrar I (Exam)  
(Admin)

  
29/6/20

A.R. XIX (Exams)

MAHATMA GANDHI UNIVERSITY


Administration/Finance/Exam Wing

Employees' Rotation Chart from 01.06.2020

Office/Section:- XI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sunsi Satekumar	Assistant	01, 02, 03, 04, 08, 09, 10, 11	
02	Manoj Kumar M.	"	03, 04, 05, 10, 11, 12	
03	Prasanna V.K.	Section Officer	01, 02, 05, 08, 09, 12	
04	Jayashree R.	Asst.		Promotion due from 01/06/2020
05				
06				
07				
08				
09				
10				

Pas  
Section Officer

  
Joint Registrar I (Exam)  
(Admin)

B  
29/5/20

A.R. XIX (Exam)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 1 June 2020

Office/Section:- CBCSS XII

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	ANLY JOSHUA	<del>ASST</del> SECTION OFFICER	1,3,5,8,10,12	6 DAYS
02	TINU KURIAKOSE	ASSISTANT	2,4,9,11	Camp Duty - A C O Changanacherry Camp
03	NISHA K	ASSISTANT	3,4,5,10,11,12	6 DAYS
04	<del>NASARUDDHEEN M</del>	SECTION OFFICER		Retired on 29.05.2020

Anly Joshua

Section Officer

(1,3,5,8,10,12) Joined on 1/6/2020

Joint Registrar I (Exams)

10  
29/5/20

A.R. XIX (Exams)

MAHATMA GANDHI UNIVERSITY


Administration/Finance/Exam Wing

Employees' Rotation Chart from 01.06.2020


Office/Section:- CBESS XXI

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Joseph Thomas	SO	1,3,5,8,	
02			10,12	
03	Mathy P.K.	ASO	2,3,4,5,	
04			8,9,10,11	
05	Renjitha N.P.	Asst	3,4,12	
06				
07	Nisha Raveendran K.	Asst	1,2,5,9,	
08			11	
09				
10				

Section Officer

  
29-5-20

  
Joint Registrar I (Exam)  
(Admin)

  
29/5/20  
AP

A.R. XIX (Exams)



MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01.06.2020

Office/Section:- CROSS 7011

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01				
02	കെ.എ. രാമേശ്വരൻ	അസിസ്റ്റന്റ്	2, 4, 9, 11	
03	അരുൺദാസ് രാമൻ	"	1, 3, 5, 8, 9, 10	
04	അരുൺദാസ് രാമൻ	"	1, 3, 5, 11, 12	
05	അരുൺദാസ് രാമൻ	S.D.	2, 4, 8, 10, 12	
06				
07				
08				
09				
10				

Section Officer

29/5/20

  
Joint Registrar I (Admin)

29/5/20

A.R. XIX (Exams)

Sub: Lock down - ~~Resort~~ Rotation Chart for engaging staff for duty from 16/5/2020.

Kindly post staff for duty as proposed below.

1) BB Confidential Sessions.

- 1) CTC D
- 2) BB II
- 3) BB V
- 4) BB IX
- 5) BB XI
- 6) BB XII

Exams are scheduled to start on 01/06/2020. Hence the staff of these sessions need to attend office in full swing on all days.

2) Ph.D Sessions

- 7) BB X
- 8) BB XIV

List attached.

3) CBTE S. Sessions.

- 9) CBTE X I
- 10) CBTE X II

List attached.

Acemj  
29/5/20

MAHATMA GANDHI UNIVERSITY

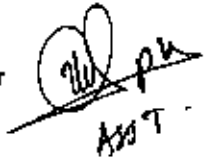
Administration/Finance/Exam Wing

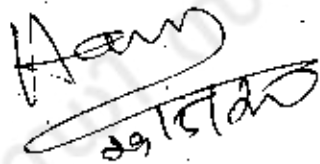
Employees' Rotation Chart from 01st June 2020

Office/Section:-EBXIV

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Arya V.K.	Section-officer	02,03,05,08,10,11	
02	Siby B.S.	Assistant	-	Assigned duty from the office of the District Collector, Kollam as reported her inability to reach the HQ.
03	Rithosh Prakash V	Assistant	01,02,04,05,09,10,12	
04	Vivek Prasad Kaimal	Assistant	01,03,04,08,09,11,12	

Section Officer

  
Asst



എ.ആർ.-XXI  
(പരിഷ്ക)

  
15/21  
Joint Registrar  
(Admn)

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 1 June 2020

Office/Section:- E B X .

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sreethi .S	ASO	1,3,5,9,11	Lactating mother
02	Ashitha P	Asst.	2,4,8,10, 12	
03	<del>Nidhin Prasanna</del>	Asst.	2,4, 8, 10,12	
04	Lalitha.R	Comp Asst.	1,2,5, 11,12	
05	Roy Joseph	SO	1,3,4,9,11	
06	Walter V	OA	1,3,5,9,10	
07				
08				
09				
10				

NITHIN PRASANNA

FOR Section Officer

*[Signature]*  
29/5/20

എ.ആർ.-XXI  
(പരിഷ്കർത്താവ്)

*[Signature]*  
1/6/20  
Joint Registrar I  
(Admn)

**Rotation List Of Staff for the period from 1st June 2020 to 12th June 2020**

Section CETEX-II

Name	Designation	1st June	2nd June	3rd June	4th June	5th June
Sabareesh G	SO	P	P	P	P	P
Sangeetha A T	Asst				P	P
Nimmy Ramadas	Asst	P	P	P	P	
Sajitha P R	Asst	P			P	
Jayanthi P G	Jr. Soft. Dev.	P	P	P		P

Name	Designation	8th June	9th June	10th June	11th June	12th June
Sabareesh G	SO	P	P	P	P	P
Sangeetha A T	Asst	P	P	P		
Nimmy Ramadas	Asst					
Sajitha P R	Asst	P		P		P
Jayanthi P G	Jr. Soft. Dev.	P	P		P	P

SS  
29/5/20  
SO CETEX

*[Signature]*  
29/5/20  
ഏ.ആർ.-XXI  
(പരിഷ്കരണം)

*[Signature]*  
26/6/20

**Rotation List Of Staff for the period from 1st June 2020 to 12th June 2020**

Section CETEX

Name	Designation	1st June	2nd June	3rd June	4th June	5th June
Reshma O A	OS	P		P		P
Nitheesh M V	Asst	P	P		P	
Nirmal George	Asst		P	P	P	
Anas S	Asst	P		P		P
Uma Devi	SO	P		P		P
Shincy A C	SO		P		P	
Benshi T R	SO		P		P	P
Nisha	Jr.S.D.	P		P		

Name	Designation	8th June	9th June	10th June	11th June	12th June
Reshma O A	OS		P		P	
Nitheesh M V	Asst	P		P		P
Nirmal George	Asst		P		P	P
Anas S	Asst	P		P		P
Uma Devi	SO	P		P		P
Shincy A C	SO		P		P	
Benshi T R	SO		P	P		
Nisha	Jr.S.D.	P		P		P

*[Signature]*

SS. 29/5/20  
SO, CETEX-II

*[Signature]*  
29/5/20  
എ.ആർ.-XXI  
(പരിഷ്ക)

*[Signature]*  
16/6/20

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from ~~01 May~~ <sup>JUNE</sup> 2020

Office/Section:-

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Renji th T M .	Assistant		Residing at Palakkad. Duty at Palakkad
02	Archana B.	Assistant	2, 4, 5	
03			9, 11, 12	
04	Jayanne A. U .	Section Officer	1, 3, 5, 8, 10, 12	
05				
06				
07				
08				
09				
10				

Section Officer

AR-23

Joint Registrar I  
(Admn)

1. Lock down നു 600-200 വരെയുള്ളവർ 21.05.2020 നു 600-200 വർഷം നിർമ്മാണ പ്രവർത്തനങ്ങൾ.
2. Rotation Chart നു നിയമിച്ച പ്രകാരം ഏജന്റർമാർ.

AR-23  
CBCSS

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

01 June

Employees' Rotation Chart from 18 May 2020

Office/Section:- CBSS & I

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Bini Sudhakar	Assistant	02, 04, 05,	—
02			09, 11, 12	
03	Anoop. S	Assistant	01, 02, 03	—
04			8, 9, 10	
05				
06	Farifa Moideen	Section Officer	01, 03, 05	—
07			08, 10, 12	
08				
09				
10				

*[Signature]*  
Section Officer

*[Signature]*  
29.05.2020  
AR. 23

*[Signature]*  
Joint Registrar I  
(Admin)

Report

- lockdown ന്റെ അടിസ്ഥാനത്തിൽ 01.05.2020 ന്റെ അടിസ്ഥാനത്തിൽ തയ്യാറാക്കിയ റോട്ടേഷൻ ചാർട്ട് പരിശോധിക്കുക.
- അതിനനുസരിച്ച് റോട്ടേഷൻ ചാർട്ട് പരിശോധിക്കുക. (50% അടിസ്ഥാനത്തിൽ)

*[Signature]*  
SO, CBSS & I

*[Signature]*  
AR, AR 23



MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 01 May 2020

Office/Section:- CBCSS XX

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Maya. S	Assistant	1, 3, 4, 8, 10, 12	
02	Veena. S	Assistant	1, 3, 5, 8, 11, 12	
03	Susamma. P.A	S.O. (HG)	2, 4, 5, 9, 10, 11	
04				
05				
06				
07				
08				
09				
10				

for Section Officer

*[Signature]*  
AR 23

*[Signature]*  
Joint Registrar I  
(Admn)

- 1) Lockdown no orokko varinjummar 18/05/2020 gumar maram valathil, nishanth's vachathum.
- 2) Vechal vummar vishivirar orokkum varinjath nishanth vachath 33%. varinjummar vachath vachathum.

*[Signature]*  
29/5/2020

*[Signature]*  
29/5/2020  
AR, 23

*[Signature]*  
29/5/2020

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 18-May-2020 01.6.2020 - 12.6.2020Office/Section:- RBCSS XXIV

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Jay Mathew	SO	1, 8, 9, 10, 11	
02				
03	Anitha PC	Asst	3, 8, 10, 11, 12	
04				
05	Divya S	Asst	2, 4, 5, 9, 12	
06				
07	Ashwalek Verma	Asst	1, 2, 3, 4, 5	
08				
09				
10				

Section Officer

CA/6  
29/5/20  
AR-23

Joint Registrar I  
(Admn)

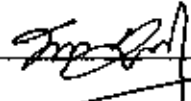
രൂപം XXIV

കുറിപ്പ്

lock down - ഒരോ രാജ്യത്തും

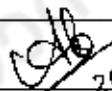
21.05.2020 നു ഒരോ സ്റ്റാറ്റിസ് നോട്ടീഫ് ചെയ്തിട്ടുണ്ട്. ഇന്നു lock down ഉണ്ടാക്കി

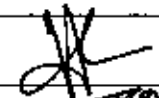
21.05.2020 നു സ്റ്റാറ്റിസ് നോട്ടീഫ് ചെയ്ത പ്രകാരം 21.05.2020 നു രാജ്യത്തു മുഴുവ് സ്റ്റാറ്റിസ് നോട്ടീഫ് ചെയ്ത പ്രകാരം ചെയ്തിട്ടുണ്ട്.

  
29/5/2020

Jose Mathew

SO

  
29-5-2020  
AR-23

  
1/6/20

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing  
1<sup>st</sup> June

Employees' Rotation Chart from 1<sup>st</sup> May 2020 to 12<sup>th</sup> June 2020

Office/Section:- CBCSS 25

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Aswathy Unnikrishnan	SO	1 to 5 <sup>th</sup> June 8 <sup>th</sup> to 12 <sup>th</sup> June	
<del>02</del>				
<del>02</del>	Charthu Anand D	Asst	2, 4, 8, 10, 12	
<del>04</del>				
<del>03</del>	Savitha V	Asst	1, 2, 3, 4, 5, 9, 10, 11, 12	
<del>06</del>				
<del>04</del>	Harikrishnan B	Asst	<del>1, 11</del>	
08	(CV camp)		1, 11	
09				
10				

Aswathy Unnikrishnan  
Section Officer

G/A  
29-05-2020

Joint Registrar I  
(Admn)

CBCSS XXV ✓

1. 21.05.2020 m̄ 6:30 am duty to m̄sting n̄m̄s.

2.

Ⓐ Savitha V

As per chart → 25, 26, 28

Present on → 25, 26, 27

— Asst came on 27<sup>th</sup> instead of 28<sup>th</sup>

→ 50% Attendance 2ms.

Ⓑ Haribrishnam B (Camp officer, Alphonsa College  
pala)

As per chart → 27, 29

~~Came~~ present on 29.

Asst on camp duty → went to camp on  
27<sup>th</sup> May 2020

✓  
SS XXV  
CBCSS  
29/5/20

✓  
29/05/2020

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

1<sup>st</sup> June 2020

Employees' Rotation Chart from 18-May-2020

Office/Section:- CBESS XXV1

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Hasikumar R	Section Officer	2,4,5,8,10,11	
02				
03	Lekshmi S	Assistant	1,3,5,9,10,12	
04				
05	Anchu T.S	Assistant	1,2,4,8,9,11	Having one year old baby
06				
07				
08				
09				
10				

Anchu  
For Section Officer

gls  
29/5/20

16/20  
Joint Registrar I  
(Admn)  
AR

1) Lockdown ന്റെ ഭാഗമായി വനിതാകർമ്മികൾ 18/05/2020 മുതൽ രാജ്യം മുഴുവൻ ഞെരുക്കിയിട്ടുണ്ട്. നിർദ്ദേശങ്ങൾ പരിശോധിക്കുന്നു.

2) Lockdown മൂലം ഉണ്ടായ റോട്ടേഷൻ ചാർട്ട് ക്ക് നിലവിലെ പ്രകാരം മാറ്റം വരുത്തിയിട്ടുണ്ട് 33% മാറ്റം വരുത്തിയിട്ടുണ്ട്.

Anchu  
29/05/2020

gls  
29/5/2020  
AR 23

# MAHATMA GANDHI UNIVERSITY

## EXAM BRANCH

JR-I (Exam).

### Employees Rotation chart from 1 st June to 15 June 2020.

Sl.No	Name	Designation	Days of duty	Remarks
1	Madhu Kumar M	DR-V (exam)	1,2,3,8,10,12,15	
2	Sophamma Joseph	OA	1,3,5,9,11,15	
3	Sheela M G	OA (Provisional)	2,4,8,10,12,15	

  
16/6/20

  
DR-V (Exam)

MAHATMA GANDHI UNIVERSITY

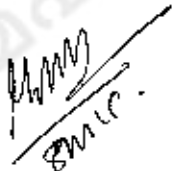
Exam Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- CETEX Software Development wing

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	Harikrishnan M.V	SMIC	01,03,05,09,11	
02	Majesh Subramanian	Sr S/W Developer	01,03,05,09,11	
03	Jeena Jain Thomas	"	01,03,05,09,11	
04	Yadu K.R	"	01,03,05,09,11	
05	Arathi S	"	01,03,05,09,11	
06	Binoj Cherian	Sr H/W,N/W Engineer	01,03,05,09,11	
07	Jyothis Joseph	Jr S/W Developer	02,04,08,10,12	
08	Adra Prathapan	"	02,04,08,10,12	
09	Simi Chandu	"	01,03,05,09,11	
10	Anuja Jaleel	"	02,04,08,10,12	
11	Ajith Sivadas	"	02,04,08,10,12	
12	Sreethu Raj	"	02,04,08,10,12	
13	Anooj Varughese	"	01,03,05,09,11	
14	Noora Naushad	"	02,04,08,10,12	
15	Pallavi Lal	"	02,04,08,10,12	
16	Midhuna Vipin	"	02,04,08,10,12	
17	Gheeverughese	"	01,03,05,09,11	

Section Officer

  
SMIC

  
16/20  
Joint Registrar I  
(Admn)



# JRII (Exam)

JRII (Exam)

1.6.2020

Duty Chart for the period from  
01.06.2020 to 14.06.2020.

Sl. No.	Section	Name / Designation	Days allotted
1		Unnikrishnan CK DR I	1, 3, 5, 9, 11
2		Hari P DR II	1, 3, 5, 9, 11
3		Shibi VC AR VIII	1, 2, 5, 9, 12
4		Nimmi Lewis AR IX	1, 3, 4, 8, 10, 11
5		Suja Thomas P AR XVI	1, 3, 5, 9, 11
6		Ramesh R AR III	2, 4, 8, 10, 12
7		Manoj PS AR XVII	1, 3, 5, 9, 11
8	Office of JRII	Reghukumar KS Cl. Asst	1, 3, 5, 9, 11
9	Office of DR I	Rosamma Chacko OA	1, 3, 5, 9, 11
	<u>Section</u>		
10	EH I	Prakash D SO	1, 3, 5, 9, 11
11		Meera V Asst	1, 2, 3, 11, 12
12		Arun V Asst	2, 4, 8, 10, 12
13	EH II	Annie George SO	1, 2, 5, 8, 10, 12
14		Suni VN Asst	2, 3, 5, 9, 11, 12
15		Ajith KS Asst	1, 4, 5, 8, 10, 11
16	EH III	Sume S Cherian SO	1, 4, 8, 10, 12
17		Annu Raju Asst	1, 3, 5, 9, 11
18		Anjali R Asst	2, 3, 10, 11
19		Rajalekshmi PV OA	2, 4, 8, 10, 12

20	EH XII	George KM	SO	1, 3, 5, 8, 10
21		Ajith K		1, 2, 3, 4, 9
22		Hareesh		5, 8, 10, 11, 12
23	EIV	Minimal S	SO	1, 3, 5, 9, 11
24		Seji VA	(Exam. duty Malappuram)	
25	EIV	Dhanya K Purushothaman	SO	1, 3, 5, 9, 10
26		Mohammed Sanfer	Asst	1, 2, 3, 4, 5
27		Sreeja SB	Asst	1, 2, 3, 11, 12
28		Surya S	Asst	2, 4, 8, 10, 12
29	EI 26	Mohammed Shaji	AS, SO	1, 3, 5, 9, 11
30		Merin Mathews (Pregnant)	Asst	1, 2, 3
31		Sreejith S	Asst	2, 4, 8, 10, 12
32	CSS	Sreekumar T	SO	1, 3, 5, 9, 11
33		Sindhu C	Asst	1, 5, 9, 10, 12
34		Sreelekshmi MN	Asst	1, 2, 3, 4, 5
35		Lalji Mathew	Asst	2, 4, 8, 10, 12
36	EHV	Ananthakrishnan VK	SO	2, 4, 8, 10, 12
37		Jasmin CJ	Asst	1, 3, 5, 9, 11
38		Biju Mathew	Asst	2, 4, 8, 10, 12
39		Chithreya O	Asst	1, 3, 5, 9, 11
40	EHV	Jaijeeka V	SO	1, 2, 3, 11, 12
41		Anoop T	Asst	1, 3, 5, 8, 9
42		Nabeel Shamsudeen	Asst	2, 4, 8, 10, 11, 12

43	EH VII	Shaji KS	SO	1, 3, 5, 9, 11
44		Vineeth Xavier		1, 3, 5, 9, 11
45		Geethakumari D		2, 4, 8, 10, 12
46		Soumya CS (child below 5 yr)		1, 2, 3, 4, 5
47	EH VIII	Elizabeth CC	SO	1, 3, 5, 9, 11
48		Sarath S	Asst	3, 4, 5, 8, 9
49		Sreejayarani MC	Asst	2, 5, 8, 10, 12
50		Aswathi N Aravind (child below 5 Year)	Asst	1, 4, 8, 10
51	EH X	Jose Thomas	SO	2, 4, 8, 10, 11
52		Anila I K	Asst	3, 5, 9, 11, 12
53		Hashmi Soman	Asst	1, 5, 8, 10, 12
54		Raji R Rajan (child below 5 year)	Asst	1, 2, 3, 4, 5
55	EH XI	Sachithra P	SO	1, 2, 4, 8, 9, 11
56		Kaleshkumar CT	Asst	2, 3, 5, 8, 10, 12
57		Rejitha G K	Asst (Pregnant 7 months, TVM Dist)	
58		Renjini R	Asst	1, 3, 5, 9, 11, 12
59	EH XIII	Rakha P	SO	1, 3, 5, 8, 10
60		Sameera A (child 2 yr)	Asst	2, 3, 4, 5, <del>8, 10</del>
61		Surya G Nair	Asst	2, 4, 9, 11, 12
62	EH XVII	Sajimon MT	SO	1, 3, 5, 9, 11
63		Binoy Itty Kurien	Asst	2, 4, 8, 10, 12
64		Lovely P Rajan	Asst	1, 5, 9, 11
65		Jain NS (child below 5 yr)	Asst	1, 4, 5, 8, 11
66	EM I	Divya K Mukund	SO	1, 3, 5, 9, 11
67		Fatima Jasmin U		4, 5, 8, 10, 12

Section					
68	EM III	Naveen N	SO	2, 4, 8, 10, 12	
69		Deepa Krishna	Asst	1, 3, 5, 9, 11	
70		Ushadevi VS	Asst	3, 4, 9, 10, 12	
71	EM VIII	Sobhanakumari R	SO	1, 3, 5, 8, 10	
72		Jisha SS	Asst	1, 4, 8, 10, 12	
73		Preethu Prakash	Asst	2, 3, 5, 9, 11	
74	EH XIV	Shreeja PR	SO	2, 3, 5, 9, 12	
75		Juna Jose	Asst	2, 4, 5, 10, 12	
76		Deepak Sivaprasad	Asst	1, 3, 8, 9, 11	
77	EI 34	Udayakumar G	SO	2, 3, 4, 9, 10	
78		Anilkumar CK	Asst	2, 4, 8, 10, 12	
79		Anoopchand V	Asst	1, 3, 5, 9, 11	
80	EI I	Smitha NC	SO	3, 5, 8, 10, 12	
81		Job TG	Asst	3, 4, 5, 11, 12	
82		Saran Dev S	Asst	1, 3, 3, 8, 9	
83		Arun VS	OA	2, 4, 8, 10, 12	
84	EI IV	Bindu SK	SO	1, 3, 5, 8, 11, 12	
85		Rohini S Nair	Asst	1, 4, 5, 9, 12	
86		Prasanthi John	Asst	2, 5, 10, 8, 12	
87	EI XV	Laila Beevi AP	SO	1, 3, 5, 9, 11	
88		Jincy Jose	Asst	1, 3, 5, 9, 11	
89		Ratheeshkumar NP	Asst	2, 4, 8, 10, 12	

	Section				
90	EI XVII	Aji K	So	2, 4, 8, 10, 12	
91		Lishamol TK	Asst	4, 5, 9, 11, 12	
92		Remya TM	Asst	1, 2, 3, 8, 10	
93	EI XX	Jyothirmayi G	So	1, 3, 5, 9, 11	
94		Raji Rahan Beegum	Asst	2, 4, 8, 10, 12	
95		Soumya S	Asst	1, 3, 5, 9, 11	
96	EI XXI	Shainy Kurien	So	1, 3, 8, 10, 12	
97		Reni G George	Asst	1, 3, 5, 9, 11	
98		Mollykutty A	Asst	2, 4, 8, 10, 12	
99	EI XXXII	Sara George	So	1, 3, 5, 9, 11	
100		Sreekanth K Pulikken	Asst	1, 3, 5, 10, 12	
101		Deepa VS (8 months Pregnant)	Asst		
102		Harikrishnan MP	Asst	2, 3, 4, 8, 9	
103	EI XVI	Jaya Mohan B	So	1, 3, 8, 10, 12	
104		Poncy Jose	Asst	2, 4, 9, 11, 12	
105		Tony P Kallada	Asst	2, 3, 5, 8, 9	
106	EI XXV	Praseeda Mohan	So	1, 3, 5, 9, 11	
107		Geetha P	Asst	2, 4, 5, 9, 11	
108		Asharaf P I	Asst	1, 3, 8, 10, 12	
109	EI XXX	Shailaya P	So	1, 3, 5, 8, 11	
110		Siru S Balan	Asst	1, 3, 4, 9, 11	
111		Sandhya James	Asst	2, 5, 8, 10, 12	
112		Rajith SR	Asst	2, 4, 8, 10, 12	
113	EI XXII	Sebastian P Joseph	So	1, 3, 5, 9, 11	
114		Remya G Krishnan	Asst	1, 2, 3, 8, 11	
115		Sheenamal K	Asst	4, 5, 8, 10, 12	
116	EI XXIV	Ajayakumar A	So	1, 3, 5, 9, 11	
117		Reshmi T	Asst	1, 3, 5, 9, 11	
118		Smithamal R	Asst	1, 3, 5, 9, 11	

for  
1.6.20  
JRI (Exam)

(Exam duty - Alappuzha)



AR 13 - Daily Absentee - 01.06.2020 - 12.06.2020

JR	AR	Name	Section	Designation	1	2	3	4	5	6	7	8	9	10	11	12	
JR 03	AR 13	KAVITHA P R			1		3		5			8		10		12	
JR 03	AR 13	VENUGOPAL D	PR I	SO	Retired on 31.05.2020.												
JR 03	AR 13	Hajira Rahman	PR I	CL Ast			3		5			8			11		
JR 03	AR 13	Dibi K G	PR I	Asst			3		5			8				12	
JR 03	AR 13	Manu Sharma C	PR I	Asst	1							8		10		12	
JR 03	AR 13	Vijimol P V	PR I	Asst		2		4				8		9	11		
JR 03	AR 13	NISSAM S	PR II	SO				4	5			8		10		12	
JR 03	AR 13	Alwin Joseph Tony	PR II	Asst	1		3		5			8		9	11		
JR 03	AR 13	Anithamma K K	PR II	Asst		2		4				8		9	10		
JR 03	AR 13	Sheela P B	PR II	Asst	1	2	3								11	12	
JR 03	AR 13	MARIAMMA MAMMAN	PR III	SO	1		3		5				9		11		
JR 03	AR 13	Kiran R Pillai	PR III	Comp Ast		2		4				8		10		12	
JR 03	AR 13	Annamma Mathew	PR III	CL Ast	1		3		5				9		11		
JR 03	AR 13	Sunilmon Y	PR III	Asst		2		4				8		10		12	
JR 03	AR 13	Vijayalakshmi C	PR III	Asst	1		3		5				9		11		
JR 03	AR 13	AMMINI P G	PR IV	SO	1		3		5			8		10		12	
JR 03	AR 13	Giji Joy	PR IV	Asst	1	2	3					8		9	10		
JR 03	AR 13	Soumya T Babu	PR IV	Asst		2		4						9		11	
JR 03	AR 13	Subhash C T	PR IV	Asst			3	4	5					10	11	12	
* JR 03	AR 13	GEETHA S	PR Tappal & I	SO	1		3	4	5					9	10	11	12
JR 03	AR 13	Issac P J	PR Tappal & I	CL Ast	1		3		5					9		11	
JR 03	AR 13	P S Vijayan	PR Tappal & I	CL Ast		2		4				8		10		12	
JR 03	AR 13	Sindhu B Santha	PR Tappal & I	CL Ast		2		4				8		10		12	
JR 03	AR 13	MABLE N S	PR VI	SO		2		4				8		10		12	
JR 03	AR 13	Rajesh Kumar R	PR VI	Asst	1		3					8		9	11		
JR 03	AR 13	Lekshmi S Pillai	PR VI	Asst	1		3					8		9	11		
JR 03	AR 13	Shaji N V	PR VI	CL Ast		2			5			8		10		12	
JR 03	AR 13	Eldho C I	PR VI	OA				4	5			8		10		12	

\* Teppal

Geetha S - 2, 5, 9, 10, 12  
 Sindhu V. Santha - 1, 3, 5, 9, 11  
 P. S. Vijayan - 2, 4, 8, 10, 12  
 Issac P. J - 1, 3, 4, 8, 11

DUTY DAYS [Mark 'P' for Present and 'L' for Leave]																
												DUTY OFF				
												HOLIDAY				

29/5/2020  
 PR III



I

Duty Chart of DR III Exam. w.e.f 1.6.2020

Name: Anikrishna Wazhies K.

June 1

June 3

June 5

June 8

June 10

June 12



II

Duty Chart of Issac J, cl Asst.

June 1


June 3

June 5

June 8

June 10

June 12

  
29/5/2020

JR III  
(Exams)

DUTY CHART - EGI, B. Com Pvt.

JUNE 01 - 12.

ARX — 1, 3, 5, 9, 11.

01.06.2020 Monday : Bobby V.K., Anupama R.

02.06.2020 Tuesday : Anupama Krishnan, Navas V.

03.06.2020 Wednesday : Bobby V.K., Anupama Krishnan

04.06.2020 Thursday : Anupama R., Navas V.

05.06.2020 Friday : Bobby V.K., Anupama R.

08.06.2020 Monday : Anupama R., Navas V.

09.06.2020 Tuesday : Bobby V.K., Anupama Krishnan

10.06.2020 Wednesday : Anupama Krishnan, Anupama R.

11.06.2020 Thursday : Bobby V.K., Navas V.

12.06.2020 Friday : Anupama Krishnan, Navas V.

MD  
29.05.2020  
(S.O.)

28/5  
20.

ORB

29/5/2020

JH III  
(Exams)



EG II Section

Duty Chart

Sabeena A. K 01/06/20, 03/06/20, 05/06/20  
08/06/20, 10/06/20

Thamarakshan K 01/06/20; 05/06/20  
08/06/20; 12/06/20

Parvathy . R 02/06/20 ; 04/06/20  
09/06/20 ; 11/06/20 ; 12/06/20

Mathew P John (SO) 01/06/20, 03/06/20, 05/06/20  
09/06/20, 11/06/20

J. S. K.



29/5/2020

JR III  
(Exams)

DUTY CHART for June 2020

Kamraj.K - 3, 8, 9, 10, 11

Thushara.P.R 1, 4, 8, 10, 12

Dhanya.G 2, 5, 9, 11, 12

\* Nisha M.S 1, 2, 3, 4, 5

\* may be permitted to attend the full days of the first week of since she is from Kollam and staying in the hostel.

The case of nisha ms may be considered as a special case since she stays in campus and do the work satisfactorily in continuance.

29/5/20  
A. N. N. TERANSI

29/5/2020  
JR III  
(Exams)

# DUTY CHART for June 2020

EG-IV ഓഫീസർമാർ

Minimol zacharias - 5, 8, 9, 10, 11, 12

Rejitha.P. Sasikala - 1, 3, 5, 8, 10

\* Saranya.M - 2, 4

(\* Mother of infants)

29/5/20



29/5/2020

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

Eto V - Duty chart Wed 01/06/2020-15/06/20

01/06/20 - 1) Neethu 2) Sabitha - 8

02/06/20 1) Usha V.D 2) Renuka Regi

03/06/20 1) Neethu Prabhakaran 2) Renuka Regi

04/06/20 1) Usha V.D 2) Sabitha - 8

05/06/20 1) Neethu Prabhakaran 2) Usha V.D

08/06/20 1) Sabitha - 8 2) Renuka Regi

09/06/20 1) Neethu Prabhakaran 2) Sabitha - 8

10/06/20 1) Neethu Usha V.D 2) Renuka Regi

11/06/20 1) Neethu Prabhakaran 2) Renuka Regi

12/06/20 1) Usha V.D 2) Sabitha - 8

15/06/20 1) Neethu Prabhakaran 2) Usha V.D

29/5/20

A.R. X (EXAMS)

29/5/2020

JR III  
(Exams)

തിരുത്തൽ.  
 വി.പ. മേൽ.  
 നീളം. വി. മേൽ.  
 വി.സി. കെ. ജോൺ.

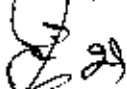
1, 3, 5, 9, 11, 15  
 → .Thiruvananthapuram.

പൊ. വി. വി. വി.  
 ജോ. വി.  
 വി.സി. കെ. ജോൺ.

2, 4, 6, 8, 10, 12, 16,

  
 A. R. X (EXAMS)

The case A about. reethu Gpi y  
 may be considered as a Special case  
 as she worked in continuous way of  
 1st class as staying in campus. and <sup>as she</sup> has  
 from Thiruvananthapuram.

  
 A. R. X (EXAMS)

  
 29/5/2020

JR III  
 (Exams)

Attendance schedule from first June to 12<sup>th</sup> June of the sections that come under AR IV

Pradeepkumar N, AR IV - ~~1,3,5,9,11~~ 2,4,8,10,12  
E E 1

BIBIN K ALEX Asst 2,4,8,10,12

ANIAMMA MANUEL Asst 1,3,5,9,11

RAJEEV D SO 1,3,5,9,11

EE2

SINCY K S Asst 2,4,8,10,12,

MITHRALAL S Asst 1,3,5,9,11,

SANTHOSH VK ASO 1,3,5,9,11

MURALEEDHARAN KV SO 2,4,8,10,12

EE 3

ASHMY BASHEER Asst 1,3,5,9,11

RANI ALEX ASO 2,4,8,10,12

RAZIF A SO 2,3,5,9,11

EF 1

JAYAMMA VARGHESE OA 1,3,5,9,11

RENY PB Asst 1,3,5,9,11

SUSAN CHACKO Asst 2,4,8,10,12

DILIP KUMAR V Asst 2,4,8,10,12

ANIL KUMAR AP SO 1,3,5,9,11

PD 1

ATHIRA VS Asst 1,3,5,9,11

JAYASREE T Asst 2,4,8,10,12

JESSYMOL CHACKO Asst 1,3,5,9,11

MATHEW VV Asst 2,4,8,10,12

LIGI MATHEW SO 1,3,5,9,11

20/5/2020

III  
dn

20/5/2020

III  
(Exams)

PR XII (Exam D)

**LIST OF STAFF ALOTTED DUTY FOR THE MONTH**

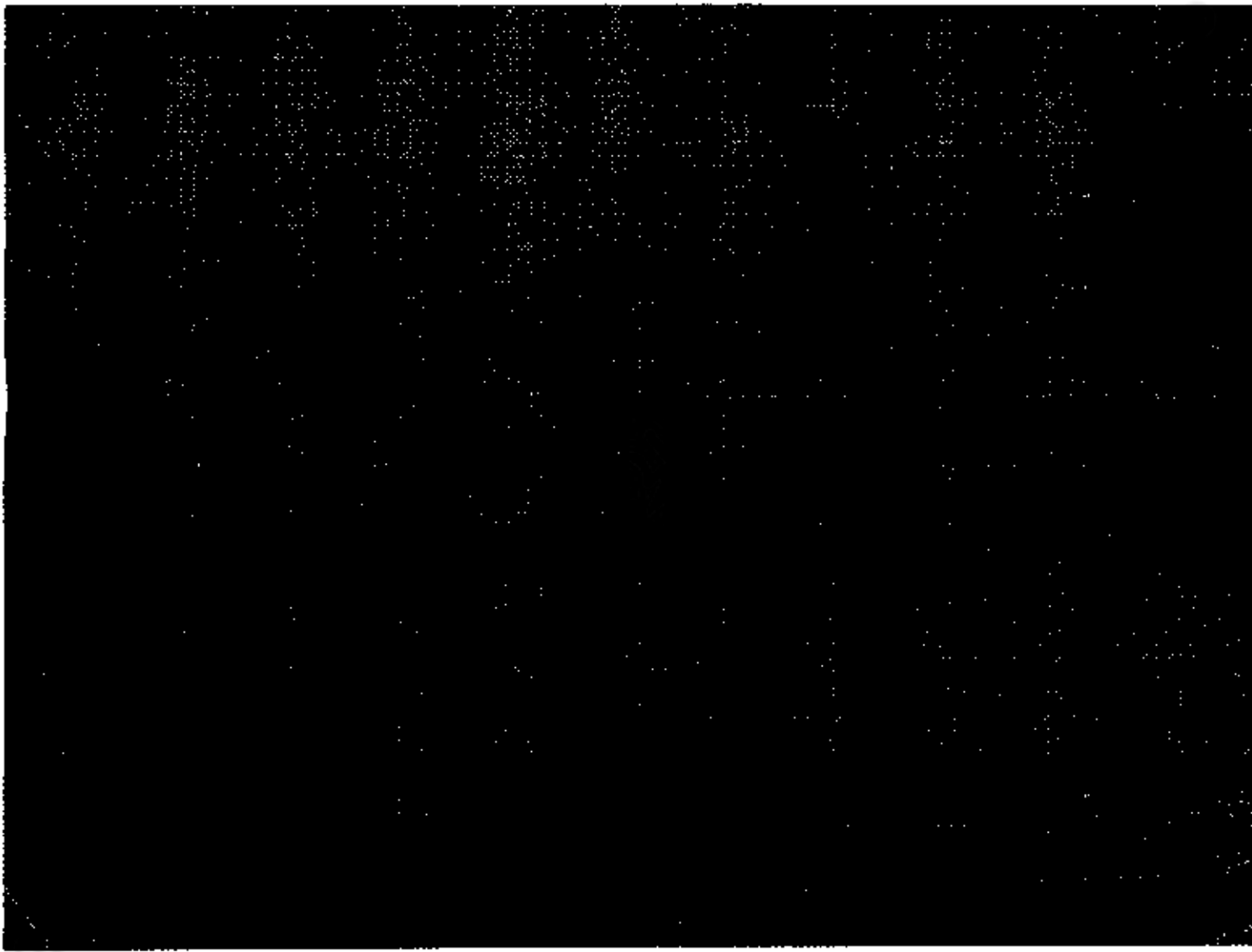
Name	Section	1	2	3	4	5	6	8	9	10	11
MOHANAN K T	AR	X		X		X					
MAJID P K	EH IX	X		X		X					
MAJID S (SGA)	EH IX	X		X							
MAJID P PILLAI	EH IX		X		X						
MAJID A A	EH XV	X	X	X		X					
MAJID Neelekanadan	EH XV	X		⊗							
MAJID A I	EH XV		X		X						
MAJID P S	EH XV			X		X					
MAJID S	EH VII	X		X		X					
MAJID S	EH VII	X		X							
MAJID S	EH VII	X	X	X							
MAJID S	EH VII	X		X		X					
MAJID S	EH VII	X		X		X					

29/5/20  
 JH III  
 (Exams)

JR III

2

AR XII Exam



~~29/5/2020~~  
JR III  
(Exams)



<u>Name</u>	<u>Designation</u>	<u>Date</u>
REMESAN . B	Assistant Registrar	1.6.2020 3.6.2020 5.6.2020 10.6.2020 12.6.2020

IEK. I

1. Asha .	Section Officer	Retirement on 31/5/20
2. Manikuttan . V . P	Cl. Asst	1.6.20 3.6.20 5.6.20 8.6.20 12.6.20
3. Sasi . P . K	Cl. Asst	2.6.20 4.6.20 8.6.20 9.6.20 11.6.20

IIEK. III

1. Latha . N . C	Section Officer	1.6.20 3.6.20 5.6.20 9.6.20 11.6.20
2. Santhosh kumar . V	ASO	1.6.20 3.6.20 5.6.20 9.6.20 11.6.20

<u>Name</u>	<u>Designation</u>	<u>Date</u>
3. Subin Thomas K.D	Assistant	2.6.20 4.6.20 8.6.20 10.6.20 12.6.20
4. Mary Jancy. M.J	ASO	1.6.20 3.6.20 5.6.20 9.6.20 11.6.20
5. Maya P.C	Assistant	2.6.20 4.6.20 8.6.20 10.6.20 12.6.20

III

ED. I

1. Mathews Lal	Section Officer	1-6.20 3-6.20 5-6.20 9-6.20 11-6.20
② Ajitha kumari	Assistant SO	1-6.20 3-6.20 5-6.20 9-6.20 11-6.20
③ Minamol. V.K	Asst	2-6.20 4-6.20 8-6.20 10-6.20 12-6.20

Name	Designation	Date
④ Leena. L	Assistant	2-6-20
		4-6-20
		8-6-20
		10-6-20
		12-6-20

IV EXAM STORE

① Jobi. EC	Section Officer	2-6-20
		4-6-20
		8-6-20
		9-6-20
		11-6-20
② Madhu. K <del>Sabu. P</del>	Store Assistant	1-6-20
		3-6-20
		5-6-20
		8-6-20
		10-6-20
		12-6-20
		1-6-20
③ Sabu. P.	Cl. Asst	3-6-20
		5-6-20
		9-6-20
		11-6-20
		1-6-20
④ Unnikrishnan Unnithan	OA	

COVID DUTY

<u>V</u>	<u>Exam Tapal II</u>	<u>Designation</u>	<u>Date</u>
①	Thahira A.K.	Office Superintendent	Retirement on 31/5/20
②	Udayakumar. V	Cl. Asst	1 - 6-20 3 - 6-20 10 - 6-20 11 - 6-20
③	Padmajan. P		12 - 6-20 1. 6-20 3. 6-20 5. 6-20 9. 6-20
④	Sumi. S		11. 6-20 2. 6. 20 4. 6. 20 8. 6. 20 10. 6. 20 12. 6. 20.


EXAM DESPATCH I


①	Suhira Beeri. N.M.	SO	1 - 6-20 3 - 6-20 5 - 6. 20 8 - 6-20 12-6. 20
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② Marykutty Joseph Cl. Asst. -  
2-6-20  
4-6-20  
9-6-20  
10-6-20  
11-6-20

③ Ajitha. P.S Cl. Asst  
1-6-20  
3-6-20  
5-6-20  
9-6-20  
11-6-20

④ Sindhu. T M O A  
1-6-20  
3-6-20  
5-6-20  
9-6-20  
12-6-20

  
29/5/20  
HR VII

  
29/5/2020

  
29/5/2020  
JR III  
(Exams)

JR. IV (K. 2020) / 2020

JR IV (Exam)

01-06-2020

NOTE

The rotation duty chart for the period from 01-06-2020 to 12-06-2020 is prepared and submitted herewith.

dhm  
JR. IV (K. 2020)

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കോളം

# Exam Legal

## ● List of Employees

- |              |   |               |            |
|--------------|---|---------------|------------|
| 01. 06. 2020 | - | Maya K.R,     | Shymol V.J |
| 02. 06. 2020 | - | Prathibha P.P |            |
| 03. 06. 2020 | - | Maya K.R,     | Shymol V.J |
| 04. 06. 2020 | - | Prathibha P.P |            |
| 05. 06. 2020 |   | Maya K.R,     | Shymol V.J |
| 08. 06. 2020 |   | Prathibha P.P | Shymol V.J |
| 09. 06. 2020 |   | Maya K.R      |            |
| 10. 06. 2020 |   | Prathibha P.P |            |
| 11. 06. 2020 |   | Maya K.R      |            |
| 12. 06. 2020 |   | Prathibha P.P | Shymol V.J |

Shymol  
JR. IV (K. 2020)

Shymol  
V.J  
50

MAHATMA GANDHI UNIVERSITY

Examination Wing

Assistant Registrar II (Exam)

Section:- EJ IV Employees' Rotation Chart from June 1,2020

Sl. No	Name of employee	Designation	1	2	3	4	5	6	7	8	9	10	11	12
1	Sobhana M K	S.O		X		X	X				X		X	
2	Balamurali KA	Astt.	X		X					X		X		X
3	Aggie Tresa Tony	Astt.	X	X			X				X		X	
4	Shali C	Astt.			X	X				X		X		X
1	Jessy Sebastian	AR II (Exam)	X	X		X	X			X	X		X	X

Section:- EJ V Employees' Rotation Chart from June 1,2020

Sl. No	Name of employee	Designation	1	2	3	4	5	6	7	8	9	10	11	12
1	Thomas K.M	S.O	X	X	X	X					X	X	X	
2	Deepa S.R	Astt.		X		X	X			X	X		X	
3	Ranjini Panicker	Astt.	X		X		X				X		X	X
4	Rekha M	Astt.		X		X				X		X		X
5	Saji Joseph	Cl. Asst.	X		X		X			X		X		X

Section:- EJ VI Employees' Rotation Chart from June 1,2020

Sl. No	Name of employee	Designation	1	2	3	4	5	6	7	8	9	10	11	12
1	Kumari Maya S	S.O								X	X	X	X	X
2	Lavanya S Nair	Astt.			X	X	X							
3	Shamla S	Astt.	X	X								X	X	X
4	Shoab KA	Astt.	X	X	X	X	X							

Ch  
29/5/20  
AR II Exam.

JR. IV K. Seetha



MAHATMA GANDHI UNIVERSITY

Examination Wing

Assistant Registrar II (Exam)

Section:- EJ VII Employees' Rotation Chart from June 1,2020

Sl. No	Name of employee	Designation	1	2	3	4	5	6	7	8	9	10	11	12
1	Asif Mohammed A	S.O	X		X		X			X		X		X
2	Pritty Susan Koshy	Astt.		X			X			X		X		X
3	Rakhi C	Astt.	X		X	X					X		X	
4	Ranjini S	Astt.		X		X					X		X	

Section:- EJ IX Employees' Rotation Chart from June 1,2020

Sl. No	Name of employee	Designation	1	2	3	4	5	6	7	8	9	10	11	12
1	Liya J	S.O	X	X	X	X				X	X	X	X	
2	Geethu Mohan	Astt.		X		X	X				X		X	X
3	Seema P	Astt.	X		X		X			X		X		X
4	Sruthi Shaji	Astt.												

Section:- EJ XI Employees' Rotation Chart from June 1,2020

Sl. No	Name of employee	Designation	1	2	3	4	5	6	7	8	9	10	11	12
1	Radhakrishnan K	S.O		X		X	X			X			X	
2	Anoop P	Astt.	X		X					X		X		X
3	Seema S	Astt.	X		X		X				X		X	
4	Vaisakh M Ramachandran	Astt.		X		X					X	X		X

*Ch*  
29/5/20  
AR II Exam

*dhamp*  
JA. IV (1.2020)


MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing


Employees' Rotation Chart from 01 June 2020

Office/Section:- EH IV (Exam. Wing)

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Nissar K.A.	Office Attendant		C.V. Camp Duty
02	Aseena P.	Senior Grade Assistant	1,2,5,9,11	
03	Soumya Sadanandan	Assistant	3,5,8,12	Infant child of age 1 year
04	Jisha M.V.	A.S.O.	2,4,10,12	Infant child of 8 months
05	Sreelatha S.	Section Officer	1,3,5,9,11	

  
Section Officer

Joint Registrar I  
(Admn)

  
SR.IY (Exam)

EL-1 Sn

Asst. Smiths. A. 2, 3, 4, 8, 9.

Asst. Drusya. M.J. 1, 5, 10, 11, 12.

Swetha kumar P.K. So. 1, <sup>2</sup>3, <sup>4</sup>5, 8, 9, 10, 11, 12

Mangya Art. 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12

20/19/20

29/5/20  
ARU Exams

SR. H (K. 12/19)


# MAHATMA GANDHI UNIVERSITY


EXAM WING


EI.VIII SECTION/AR VI (E)

EMPLOYEES ROTATION CHART FROM 01.06.2020 TO 12.06.2020

Sr. No.	Name of Employee	Designation	Days of duty	Remarks (nature place)
1.	Binu Varghese	Section Officer	02, 04, 05, 08, <sup>09</sup> & 10	Thiruvalla (PTA)
2.	Dhanesh R	Assistant	01, 02, 03, 11 & 12	Palaghat
3.	Sajan S. J	Assistant	04, 05, 08, 09 & 10	Vellarada (TVPM)
4.	Sandhya S	Assistant	01, 02, 03, 11 & 12	Chathannoor (KLM)

  
 29.05.2020  
 Section Officer

  
 29/5/20  
 AR VI


  
 J.R.H. (Examiners)

## ROTATION CHART FROM 01 JUNE 2020 TO 12 JUNE 2020

Section : EI XIV


Sl.No	Name of Employee	Designation	Days of Duty
1	Lekshmi K	Section Officer	1,3,5,9,11
2	Praseetha S	Assistant	1, <del>3</del> ,5,9,11
3	Jose Mathew	Assistant	2,4,8,10,12, <del>5</del>
4	Savool Paul	Assistant	2,4,8,10,12, 3
5	Bindu Varkey	Office Attendant (Provisional)	1,2,3,4,5,8,9,10,11,12

Certified that 50% of attendance is assured on all days

  
for Section Officer

Assistant Registrar VI (Exams)

R  
29/5/20  
AR VI Exams

  
J.R. H. (K. J. Chacko)

Employees Rotation Chart from 1<sup>st</sup> June 2020

Section - EH XVI - MCA

(i)	Name of Employee	Designation	Days of Duty
(1)	Sussan Andrews	SO	1, 3, 5, 8, 10
(2)	Shibi Paul	Asst	1, 4, 5, 8, 9
(3)	Remya Kumari CE	ASO	2, 3, 9, 11, 12

Smit  
29/05/2020  
Section Officer

H  
29/5/20  
AR VI Arams

hmp  
JR. IV (K. 2020 m)

	1/6	2/6	3/6	4/6	5/6	8/6	9/6	10/6	11/6	12/6
(50) Mohanar P.P	✓	✓		✓		✓	✓			✓
Deepa K.G	✓						✓			
<del>Pa</del> Dhanya J.c			✓		✓			✓	✓	
Rajisha R		✓		✓		✓				✓
Sandhya Rajar			✓		✓			✓	✓	
Omanakumari	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Mohanar P P - 1/6, 2/6, 4/6, 8/6, 9/6, 12/6

Deepa K.G - 1/6, 9/6, Camp Duty

Dhanya J.c - 3/6, 5/6, 10/6, 11/6

Rajisha R - 2/6, 4/6, 8/6, 12/6

Sandhya Rajar - 3/6, 5/6, 10/6, 11/6

Omanakumari - All days

B  
29/5/20  
ARVI exams

shamp  
JR.10 (Kishu)

**DUTY ROTATION CHART- (JUNE 1-12) AR XX (EXAMS)**

Section	Section Officer	Assistants
EJ I	Jobin Joseph 2,3,9,10	1.Reeja b- 1,2,3,8,9,10 2.Leni P Anand-2,5,9,12 3.Govind B- 1,4,5,8,11,12 4.Sunu K Mathew -Cl. Asst-1,4,5,8,11,12
EJ II	Anila K George 1,2,4,8,9,12	1.George Thomas-2,4,8,10,12 2.Arya Narayanan-(exempted-pregnancy) 3.Sreeja Balakrishnan-1,3,5,11,12
EJ III	Rameshkumar PK 1,3,5,8,10,12	1.Seenath Beevi M P -2,4,9,11 2.P J Mathew- 2,4,9,11 3.Rency Chacko- (Baby-2 yrs) 4.Jayakanthan I- 1,3,5,8,10,12
EJ VIII	Sajeevan E K 1,3,5,8,10,12	1.Muhammed Ukkash- 2,4,9,11 2.Gautham N Ramachandran- 1,3,5,8,10,12
EJ X	Latha V 1,2,3,4,5,8,9,10,11,12	1.Manju Manoharan- 1,4,5,8,9,10 2.Uma P S- 1,2,3,10,11,12 3.Thresia Jyothi T X- 2,5,9,12
Front Office II	Ramachandran R 4,5,8,10,12	1.Aravind Johny - 1 (ev camp) 2.Boban Thomas- 2,3,9,11

*[Signature]*  
AR XX  
29/5

*[Signature]*  
J.R. V. K. 20/5



AR 22 (Exam)

**EI 29 SECTION**

**DUTY CHART FROM 01/06/2020 TO 12/06/2020**

NAME	DUTY FROM 01/06/2020-05/06/2020	DUTY FROM 08/06/2020-12/06/2020
KISHORE K.S (Cl: Asst)	02/06/20 & 04/06/2020	08/06/2020,10/06/2020&12/06/2020
SAJITH C MOHAN ( Asst)	01/06/2020,03/06/2020&05/06/2020	09/06/2020 & 11/06/2020
JITHIN .G (Asst)	02/06/20 & 04/06/2020	08/06/2020,10/06/2020&12/06/2020
SITHARA P.R (A S.O)	02/06/20 & 04/06/2020	08/06/2020,10/06/2020&12/06/2020
ANITHA JOSEPH (S.O)	01/06/2020,03/06/2020&05/06/2020	09/06/2020 & 11/06/2020

So EI29m

AR xx 11

J.R. NTK (Exam)

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, തൃശ്ശൂർ

Rotation Duty Chart w. e. f 01/06/2020 to 12/06/2020

EIXXXIII Section

Sl. No.	Name	Designation	Duty Details
1	Sachin M	Assistant	1/6,3/6,5/6,9/6,11/6/2020
2	Salinichithra L R	Assistant	2/6,4/6,8/6,9/6,10/6/2020
3	Lekshmi Priya D L	Assistant	2/6,4/6,8/6,10/6,12/6/2020
4	Minimol P P	Section Officer	1/6,3/6,5/6,11/6,12/6/2020

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5029/5/2020  
AR XXII

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JK. IV (K: 2020)

മഹാത്മാഗാന്ധി സർവ്വകലാശാല

SECTION - EĪ-III

Duty chart from 01.06.20 to 12.06.20

01.06.20	Rajalakshmi S (S.O) Anjana Stephen
02.06.20	Rajalakshmi S (S.O) Thomas K.J
03.06.20	Rajalakshmi S (S.O) Jayeshkumar P.R
04.06.20	Jayeshkumar P.R Thomas K.J
05.06.20	Anjana Stephen Thomas K.J
08.06.20	Rajalakshmi S Anjana Stephen
09.06.20	Rajalakshmi S Jayeshkumar P.R
10.06.20	Rajalakshmi S Anjana Stephen, Thomas K.J
11.06.20	Jayeshkumar P.R Thomas K.J
12.06.20	Anjana Stephen Jayeshkumar P.R.

2

AR xx 11

SR. IV (Kisam)

Rotation Chart of Employees

1. Jaymole Jose, Asst. 04/06/2020, 05/06, 10/06, 11/06, 12/06
2. Felis K M, Asst. 01/06/2020, 03/06, 05/06, 09/06, 11/06
3. Philomena Abraham 02/06/2020, 04/06, 08/06, 09/10/06, 12/06

~~CMK~~  
29/05/2020

~~h~~  
AR xx11

~~h~~  
JR. IN CI: 22/06/20

# Rotation chart

E138

Duty Date

Albin (S.O)  $\rightarrow$  1, 3, 5, 8, 10, 12.

Sareekumar  $\rightarrow$  1, 3, 5, 8, 10, 12.  
Asst

Sam v chediyen  $\rightarrow$  2, 4, 9, 11 [Camp Duty]

For S.O

do

Sam v chediyen  
Asst E138

do  
AR XXII

do  
JR IV (S.O)

MAHATMA GANDHI UNIVERSITY

Exam Wing

Employees' Rotation Chart from 1<sup>st</sup> to 12<sup>th</sup> June 2020

Section:- EI -39

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Sruthy Babu	Assistant	2, 4, 8, 10,12	
02	Saritha M S	Comp. Assistant	2, 4, 8, 10,12	
03	Aleena Thampi	Assistant	1, 3, 5, 9, 11	
04	Siby Mathew	Section Officer	1,2,3,4,5,8,9,10,11,12	

Section Officer  
29.05.2020

*AR XXII*

*hmy  
JR IV (Exam)*

Joint Registrar IV (Exam)  
(Admin)

From June 1 to 12  
PdIV Section

June 1

Sithara Madavan

Biiji S

Sunimol P

June 9

Ashfaman N

Biiji S

Sunimol P

June 2

Ashfaman N

Biiji S

Sunimol P

June 10

Mercy Varghese

Jasmine P N

Sithara Madavan

June 3 Sithara Madavan

Mercy Varghese

Jasmine P N

Sunimol P

June 11

Sithara Madavan

Jasmine P N

Sunimol P

June 4

Sithara Madavan

Jasmine P N

Sunimol P

June 12

Ashfaman N

Mercy Varghese

Sithara Madavan

June 5 Ashfaman N

Mercy Varghese

Sithara Madavan

June 8

Biiji S

Jasmine P N

Sunimol P

AR xxii

hamp  
 PdIV (2012)

PD V Sn

(1/6/2020 TO 5/6/2020)

MONDAY 1/6/2020 : Pradeep.K.B (A.SO),  
~~AJIN.S. (Asst)~~  
AJIN.S. (Asst)


TUESDAY 2/6/2020 : ARUNA (Asst), Pradeep.K.B  
(A.SO), Sebastian N.J. (SO)


WEDNESDAY 3/6/2020 AJIN.K. (Asst), Pradeep.K.B (A.SO),  
Vasanthakumari (C/Asst)

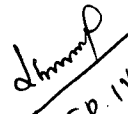
THURSDAY 4/6/2020 ARUNA.K. (Asst), Pradeep.K.B (A.SO),  
Vasanthakumari (C/Asst), Sebastian N.J. (SO)

FRIDAY 5/6/2020 : Pradeep.K.B A.SO, Vasanthakumari  
(C/Asst).

In Sn

  
29/5/20  
Pradeep.K.B. (A.SO).

  
AR XXII

  
J.R. IV (K.2020)



PDI Sn

(8/6/2020 To 12/6/2020)

MONDAY 8/6/2020 : ARUNA K. (Asst), Sebastian NJ (SO).

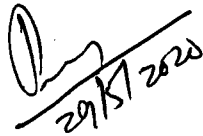
TUESDAY 9/6/2020 : AJIN . S. (Asst), Sebastian N.J (SO).

WEDNESDAY 10/6/2020 : ARUNA . K (Asst), Vasanthakumari (C/Asst),

THURSDAY 11/6/2020 : AJIN . S (Asst), Vasanthakumari (C/Asst), Sebastian . N.J. SO

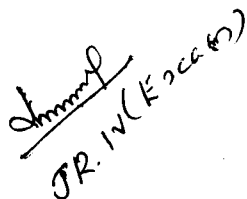
FRIDAY 12/6/2020 : ARUNA . K. (Asst), Vasanthakumari (C/Asst)

for go

  
29/5/2020

Randeep . KB (A.SO)

R  
AR XXII

  
J.R. IV (Executive)

MAHATMA GANDHI UNIVERSITY

EXAM WING

Employees Rotation chart from 01/06/2020  
to  
05/06/2020

Section : PD-VII

Sl No.	name of employee	Designation	Days of duty
1.	Manjusha	SO	01/06, 02/06, 03/06
2.	Greetha S.	Asst.	03/06, 04/06, 05/06
3.	Silpa S.	Asst.	01/06, 02/06, 04/06
4.	Sarala O.P.	OA	01/06, 03/06, 05/06

Asst.

For Section officer: MANTUSHA

JOINT REGISTRAR I  
(Admn)

From 08/06/2020 to 15/06/2020

Sl No.	name of employee	Designation	Days of duty
1.	Manjusha	SO	08/06, 09/06, 10/06, 15/06
2.	Greetha S.	Asst.	10/06, 11/06, 12/06
3.	Silpa S.	Asst.	08/06, 09/06, 11/06, 15/06
4.	Sarala O.P.	OA	08/06, 10/06, 12/06, 15/06

SECTION OFFICER: MANTUSHA

*[Signature]*

JOINT REGISTRAR (V Exam)  
(Admn)

For  
PR+x11

Section EI-37

Assistants: (June 1-12)

Jibin Jose - 1, 3, 8, 12, 11

Anjali PV - 2, 4, 5, 9, 12

Nisha Y - 2, 4, 8, 9, 10

Reemi-K. - 1, 2, 3, 4, 5, 8, 9, 10

AP  
AP 11

hmmf  
JR 12 (K 250000)

DUTY CHART FOR THE PERIOD FROM 1.06.2020 TO 13.06.2020

Sl.N o.	NAME	DESIGN	Sn.	1/6/2020	2/6/2020	3/6/2020	4/6/2020	5/6/2020	8/6/2020	9/6/2020	10/6/2020	11/6/2020	12/6/2020
1	Jibin George	OA	EN I		✓		✓		✓		✓		✓
2	Job K. Paul	OA	EN I	✓		✓		✓		✓		✓	
3	Shaji	CLASST	EN I	✓		✓		✓		✓		✓	
4	Induraj .C	CLASST	EN I	Appointed for Covid Duty									
5	Vengoppa I.T.S	CLASST	EN I		✓		✓		✓		✓		✓
6	Ani Abu	CLASST	EN I	Applied for committed leave									
7	Abhilash	CLASST	EN I			✓		✓		✓		✓	
8	Prakash Narayana (LD)	Driver	EN I	✓		✓		✓		✓		✓	
9	Kaipana. S	COMP ASST	EN I	✓	✓	✓	✓	✓					
10	Sayooj .S	ASST	EN I	✓		✓		✓		✓		✓	
11	Ashok.G	ASST	EN I		✓		✓		✓		✓		✓
12	Shammug hapriya.A	ASO	EN I	✓		✓		✓		✓		✓	
13	Anilkumar M.U	SO	EN I	✓	✓	✓	✓	✓		✓	✓		
14	Jeron C	OA	EN II	✓		✓		✓					
15	Omanakuttan M K	CLASST	EN II	✓		✓		✓					
16	Satheesan K K	ASST	EN II		✓		✓		✓				
17	Jackson C J	ASST	EN II		✓		✓		✓				
18	Deepuraj	SO	EN II	✓		✓		✓					

2020/6/13

2020/6/13

Shamug (13.06.2020)











ROTATION CHART - AR V

JR	AR	Name	Section	Designation	1	2	3	4	5	6	7	8	9	10
JR 04	AR 05	<b>REJITHOOP</b>	AR 05		P	P	P					P	P	
JR 04	AR 05	<b>SAJEEV K N</b>	EN IX	SO	P	P	P					P		P
JR 04	AR 05	Thaha M A	EN IX	CL Ast	P		P					P		P
JR 04	AR 05	Muhammed Basheer T P	EN IX	Asst		P						P		P
JR 04	AR 05	<b>AKHIL DEV C</b>	EN V	SO	P		P					P		P
JR 04	AR 05	Sabu Abraham	EN V	Asst	P		P						P	P
JR 04	AR 05	Sunil Kumar K N	EN V	Asst		P						P	P	P
JR 04	AR 05	<b>JAYA MURALIK</b>	EN VI	SO		P						P		P
JR 04	AR 05	Jayaprakash P G	EN VI	CL Ast		P						P		P
JR 04	AR 05	Suja G	EN VI	CL Ast	P		P					P		P
JR 04	AR 05	Shajahan A	EN VI	Asst	P	P	P	P	P			P	P	P
JR 04	AR 05	Shaji D	EN VI	Asst		P						P		P
JR 04	AR 05	Munesh K G	EN VI	Asst	P		P					P		P
JR 04	AR 05	<b>MAHESH N</b>	EN VII	SO	P		P					P		P
JR 04	AR 05	Dileep Kumar M P	EN VII	Asst	P		P					P		P
JR 04	AR 05	Manoj Lal A S	EN VII	Asst	P	P	P	P	P			P	P	P
JR 04	AR 05	<b>MURAL FEDHARAN M V</b>	EN X	SO	P		P					P		P
JR 04	AR 05	Gireesh M K	EN X	CL Ast	P	P	P					P		P
JR 04	AR 05	Indira Devi K A	EN X	Asst			P						P	P
JR 04	AR 05	Jainamma P K	EN X	Asst		P							P	P
JR 04	AR 05	<b>VIJAY SASIDHARAN S</b>	EN XI	SO	P	P						P	P	
JR 04	AR 05	Dilip K R	EN XI	Asst	P		P					P		P
JR 04	AR 05	Jayamohan N T	EN XI	Asst		P						P		P
JR 04	AR 05	<b>MILAN V R</b>	EN XII	SO	P		P							
JR 04	AR 05	Resmi R	EN XII	OA	P		P							
JR 04	AR 05	Sabu V C	EN XII	Asst	P		P							
JR 04	AR 05	Salini K C	EN XII	Asst		P						P		P
JR 04	AR 05	Hari M	EN XII	Asst		P						P		P
JR 04	AR 05	<b>PAUL TJ</b>	EN XIV	SO	P		P					P		P
JR 04	AR 05	Satheeshkumar T R	EN XIV	Asst	P		P							
JR 04	AR 05	Venukumar M S	EN XIV	Asst		P								
JR 04	AR 05	<b>Rajesh T S</b>	EN XVI	SO	P		P					P		P
JR 04	AR 05	Roobi K M	EN XVI	Asst	P		P							



Other Wings

MAHATMA GANDHI UNIVERSITY

Administration/Finance/Exam Wing

Employees' Rotation Chart from 18 May 2020

Office/Section:- CDI Section

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	SHAN JOY	So	11/6, 21/6, 5/6	
<del>02</del>			9/6, 12/6	
02	Viji V.R.	Asst.		on ML for 12 days
<del>04</del>				
03	Shani Prakash A.	Asst.	11/6, 21/6, 31/6	
<del>06</del>			11/6, 12/6	
07	Rajamma V.P.	off. add.	11/6, 21/6, 5/6	
08			8/6, 9/6, 10/6	
09				
10				

*[Signature]*

Section Officer

*[Signature]*

Director Joint Registrar I  
(Admin)

College Development Council  
**DCDC**



## MAHATMA GANDHI UNIVERSITY

SDE-1 Section

Employees' Rotation Chart from 01.06.2020 to 12.06.2020

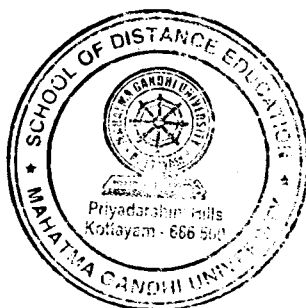
Sl. No.	Name of Employee	Designation	Days of Duty	Remarks
1	BENOY P. J.	SECTION OFFICER	1, 3, 5, 8, 9, 11	
2	MAHESH P. M.	COMPUTER ASSISTANT	2, 4, 8, 10, 12	CAMP DUTY (ORDER NO.1473/EN1/2020/MGU DATED 11.03.2020)
3	BIPIN DAS M.	CLERICAL ASSISTANT	1, 4, 9, 11, 12	ON DUTY AT COVID QUARANTINE CENTRE, MG UNIVERSITY HOSTEL

M/S.O  
Section Officer

Director (i/c)

Dr. Biju Chelmannar.

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എസ് ഡി ഇ



**MAHATMA GANDHI UNIVERSITY  
ENGINEERING UNIT**

**Leave Details**

<b>SI No</b>	<b>Name</b>	<b>Designation</b>	<b>Nature Of Leave</b>
1.	Lalkumar.N.S	Overseer Gr. I	CML from 21.05.2020 to 27.05.2020

Place: P.D Hills  
Date: 01.06.2020

  
**UNIVERSITY ENGINEER**

**MAHATMA GANDHI UNIVERSITY**

**SCHOOL OF GANDHIAN THOUGHT AND DEVELOPMENT STUDIES**

**EMPLOYEES' DUTY CHART FOR JUNE 2020**

Sl no.	Name	Designation	Days of Duty	Remarks
1	Hemakala S	Section Officer	Monday , Wednesday, Friday	Each Employee has to be present at least 50% of the working days per week
2	Sudheer M	A S O	Monday ,Tuesday, Wednesday	
30	Viju V	Technical Asst.	Monday ,Wednesday, Friday	
4	Manumol S	Computer Asst.	Wednesday, Thursday, Friday	
5	Xavier K N	O A	Monday ,Tuesday, Wednesday	
6	Manju Raju	O A [Provisional]	Tuesday, Thursday, Friday	

Yours faithfully



Prof.M H. Ilias

**Prof.M H. Ilias**  
**Head of the Department**  
**School of Gandhian Thought &**  
**Development Studies**  
**Mahatma Gandhi University**  
**Kottayam, Kerala - 686 560**

MAHATMA GANDHI UNIVERSITY

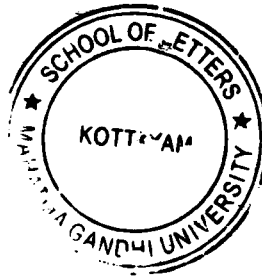
Administration/Finance/Exam Wing


Employees' Rotation Chart from 01 June 2020 to 12 June 2020.

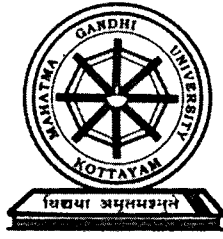
Office/Section:- School of Letters

Sl No	Name of Employee	Designation	Days of Duty	Remarks
01	Aswathy R	Computer Assistant	1,3,5,9,11	
02	Sreeja P S	Technical Assistant	1,2,3,4,5	
03	Kavitha K S	ASO	2,4,5,8,10	
04	Saritha R	Reference Assistan t	5,8,9,10,12	
05	Biju M S	SO	1,3,5,8,10,12	
06	Reghuvaran PC	OA		Covid-19 duty at the Hostel
07				
08				
09				
10				

Section Officer



  
Director  
DIRECTOR SCHOOL OF LETTERS



**MAHATMA GANDHI UNIVERSITY**  
**SCHOOL OF COMPUTER SCIENCES**

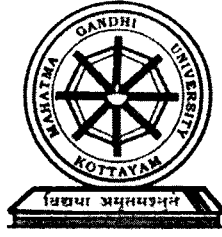
Employees' Rotation Chart from 01.06.2020 to 05.06.2020

SI No	Name of Employee	Designation	Days of Duty	Remarks
01	PRAKASH C. K	Office Attendant		Reported before District Collector ,Wayanad
02	SREEJITH. K	Computer Assistant		Reported before District Collector ,Kannur
03	Dr. SHAINY GOPINATH. A	Reference Assistant (Library)		Reported before District Collector ,Malappuram
04	BENZEER T. A	Senior Grade Assistant	01/06/20 05/06/20	
05	Dr. UNNIKRISHNAN .G	Technical Officer	02/06/20 03/06/20 05/06/20	
06	SANJAN A S	ADMINISTRATIVE OFFICER	02/06/20 04/06/20	

**Dr. Pushpalatha K P**  
ASSOCIATE PROFESSOR & HEAD

P. D Hills  
01.06.2020






**MAHATMA GANDHI UNIVERSITY**  
**SCHOOL OF COMPUTER SCIENCES**  
**Monthly Duty Chart for the month of June 2020**

( From 01.06.2020 to 30.06.2020)

Sl. No.	Name	Dates of presence of each staff										
1.	PRAKASH C. K Office Attendant	Reported before District Collector ,Wayanad										
2.	SREEJITH. K Computer Assistant	Reported before District Collector ,Kannur										
3.	Dr. SHAINY GOPINATH. A Referral Assistant (Library)	Reported before District Collector ,Malappuram										
4.	BENZEER T. A Senior Grade Assistant	1st	3rd	5th	8th	12th	15th	17th	19th	22nd	26th	29th
5.	Dr. UNNIKISHNAN .G Technical Officer	2nd	3rd	5th	9th	11th	15th	17th	19th	23rd	25th	29th

  
Dr. Pushpalatha K P

ASSOCIATE PROFESSOR & HEAD

P. D Hills  
29.05.2020

**MAHATMA GANDHI UNIVERSITY  
ENGINEERING UNIT**

Employees' Rotation Chart (2020 June 01 to 12)

Office/Section:- Engineering Unit

Sl No	Name of Employee	Designation	Days of Duty (June 1 to 5)	Days of Duty (June 8 to 12)	Remarks
1	Jose Varghese	University Engineer	All Working Days		
2	Sainaba M.M	Technical Assistant	Tuesday, Thursday, Friday	Tuesday, Thursday	
3	Simi G	Assistant Engineer	Monday, Wednesday, Friday	Tuesday, Thursday	
4	Sheena K	Overseer Gr. I	Tuesday, Thursday	Tuesday, Thursday, Friday	
5	Jacob M.A	Overseer Gr. I	Monday, Wednesday, Friday	Monday, Wednesday, Friday	
6	Philip Augustine	Section Officer	Monday, Tuesday, Wednesday, Thursday, Friday	Monday, Tuesday, Wednesday, Thursday, Friday	
7	Vinod.M	Assistant	Tuesday, Thursday	Monday, Wednesday, Friday	
8	Usha C	Overseer Gr. II	Monday, Wednesday, Friday	Tuesday, Thursday	
9	Radhamany P.K	Overseer Gr. I	Monday, Wednesday, Friday	Tuesday, Thursday	
10	Jaffer Khan T.A	Head Draughtsman	Monday, Tuesday, Wednesday	Monday, Thursday	
11	Shyni Chandu	A.E.E	Tuesday, Thursday	Monday, Wednesday, Friday	
12	Sheeja Sree Anand	Overseer Gr. I	Tuesday, Thursday	Monday, Wednesday, Friday	
13	Sabu P Joseph	Assistant Engineer	Monday, Wednesday, Friday	Tuesday, Thursday	
14	Akhil Pradeep	Overseer Gr. II	Tuesday, Thursday	Monday, Wednesday, Friday	
15	Ajeshkumar B	Overseer Gr. I	Monday, Wednesday, Friday	Tuesday, Thursday	
16	Shajimon P.M	Overseer Gr. I	Monday, Wednesday, Friday	Tuesday, Thursday, Friday	

17	Prathap P Thankappan	Overseer Gr. I	Tuesday, Wednesday, Thursday	Tuesday, Wednesday, Thursday	
18	Prasad .K.R	Overseer Gr. I	Monday, Wednesday, Friday	Monday, Wednesday, Friday	
19	Krishanakumar P	Overseer Gr. I	Tuesday, Thursday	Monday, Wednesday, Friday	
20	Rajesh V	Assistant Engineer	Monday, Tuesday, Thursday, Friday	Monday, Tuesday, Thursday, Friday	
21	Vineetha.M	Computer Assistant Gr.II	Monday, Tuesday, Wednesday, Thursday, Friday	Monday, Tuesday, Wednesday, Thursday, Friday	
22	Anoop James	Overseer Gr.I	Monday, Wednesday, Friday	Tuesday, Thursday	
23	Shaji Thomas	Plumber-cum-Pump Operator	Wednesday, Thursday	Monday, Tuesday, Friday	Saturday
24	John Varghese	Plumber-cum-Pump Operator	Monday, Wednesday	Tuesday, Wednesday, Friday	Saturday
25	Babudas.M	Plumber-cum-Pump Operator	Tuesday , Friday,	Monday, Thursday	Sunday
26	Faisal K.S	Plumber-cum-Pump Operator	Monday, Tuesday, Friday	Monday, Thursday, Friday	Saturday
27	Naishkumar. V.P	Plumber-cum-Pump Operator	Monday, Tuesday, Thursday,	Tuesday, Wednesday	Sunday
28	Madhu.M.T	Plumber-cum-Pump Operator	Wednesday, Thursday, Friday	Wednesday, Thursday	Sunday

  
**UNIVERSITY ENGINEER**